Reach Bee 8

User Manual

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Note

This user manual is compiled to ensure easy installation and configuratione of the product. Please read this manual carefully before using the product, so that you can make best use of all its functions.

This manual is subject to update from time to time without prior notice. If you come across any problem that cannot be solved according to the manual, please contact our company for solutions. Thank you.

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1. Overview

1.1 Product Functions

Reach Bee 8 is a high performance recording and streaming product developed by SZ REACH TECH CO., LTD. Based on the latest DaVinci 168 video processing chip, Bee 8 is integrated with different input and output interfaces for HD video, audio, VGA, and USB signals, allowing it to automatically identify various signal source combinations, and generate general MP4 video files. With these configurations, Reach Bee 8 can control multiple devices such as the PC and tablet concurrently, and provide Android and iOS platforms that allow users to share mobile terminal resources in the integrated media center (lite). Figure 1-1 shows the appearance of a Bee 8 product.

Figure 1-1

Bee 8 can be connected to and work together with a Web manage interface, a management platform, an iPad control terminal, and a media center (lite). Figure 1-2 shows the networking diagram of a Reach Bee 8 product.

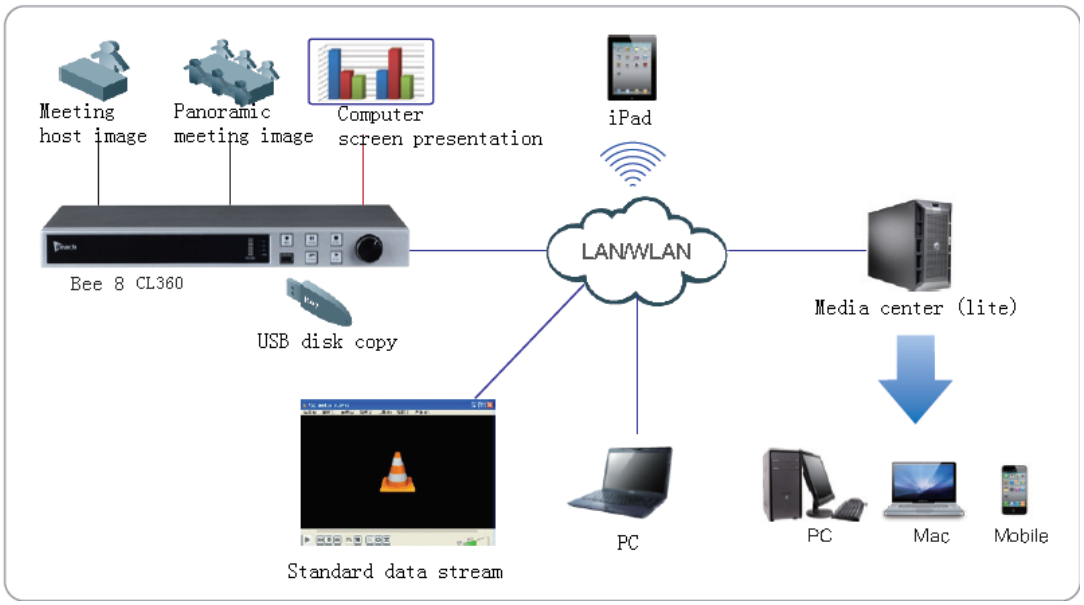

Figure 1-2

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The Web management interface can be used to:

- Control and manage Bee 8 remotely, and set Bee 8 system parameters.

The PC management platform can be used to:

- Monitor the status of a collecting device (Bee 8) that is connected to the PC management platform through the IP network, and remotely control cameras in a specific meeting room.

The iPad control terminal can be used to:

- Monitor the status of a collecting device (Bee 8) that is connected to the iPad through the IP network, and remotely control cameras in a specific meeting room. The iPad control terminal is dedicated to the iPad tablet. Compared with the PC management platform, the iPad control terminal is easy to carry and simple to operate.

The media center (lite) is used to:

- Exchange information with users and connect the collecting device (Bee 8) through the IP network to set parameters and manage recording tasks on Bee 8.Allow the guest user to log in to the Web page to view the live image of a meeting room or play a VOD file according to their authorizations.
- Allow the administrator user to set parameters, assign user authorizations, and release video files on the collecting device (Bee 8).

1.2 Product Advantages

- Supporting the live recording, live streaming, and VOD playing of HD multi-media signals (in compliance with the media center)
- Generating MP4 video files
- Supporting the high speed download and direct recording to the USB device.
- Controlling and managing the PC and iPad concurrently.
- Providing the Android and iOS platforms to release video resources (in compliance with the media center)
- Supporting standard Real Time Streaming Protocol (RTSP) streams

2. Bee 8 Operation Guide

2.1 Front Panel Button Description

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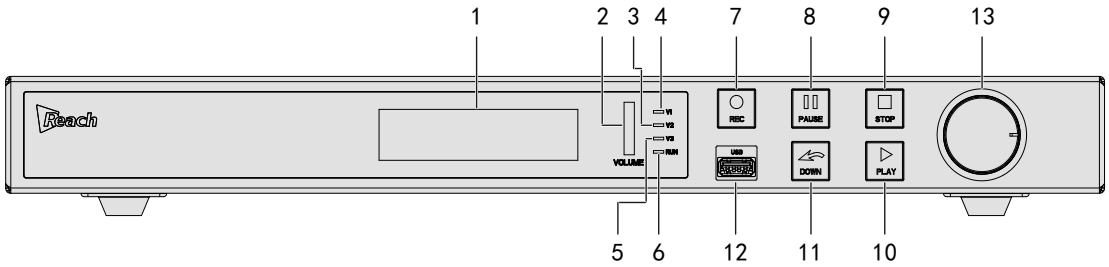

Figure 2-1

Table 2-1 Front panel button description

No.	Name	Description
1	**LCD screen**	Displays different status information about Bee 8. For example, during the starting process of Bee 8, **Starting** is displayed on the screen. After the startup, information such as the system version, IP address, subnet mask, and network gateway is displayed on the LCD screen in scrolling mode.
2	**Volume**	Displays the sound volume dynamically. The higher the volume bar, the louder the sound; the shorter the volume bar, the smaller the sound.
3 - 6	**Status indicator**	Displays the status of Bee 8. Indicators 3 to 5 specify three different signal sources respectively. The indicator is on when signals are input; the indicator is off when no signal is input. Indicator 6 specifies the operation status of Bee 8. When Bee 8 operates normally, indicator 6 blinks; when Bee 8 becomes faulty, indicator 6 goes off.
7	**REC**	Starts a video recording task. The button is light-off by default. If there is no recording task on Bee 8 or a running recording task is paused, you can press this button to start recording. The button lights on after being pressed. Information about the running recording task will be displayed on the LCD screen in scrolling mode.
8	**PAUSE**	Pauses a video recording or VOD playing task. The button is light-off by default. If there is a running recording task on Bee 8, you can press this button to pause the task. The **PAUSE** button lights on after being pressed, and the **REC** button lights off at the same time. To resume the recording task, press the **REC** button again.

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No.	Name	Description
		If there is a VOD file playing on Bee 8, you can press this button to pause the video playing. The **PAUSE** button lights on after being pressed.
9	**STOP**	Stops a video recording or VOD playing task. The button is light-off by default. If there is a running recording task on Bee 8, you can press this button to stop the recording task. The button lights on and then off after being pressed. Default information is displayed on the LCD screen in scrolling mode. If there is a VOD file is playing on Bee 8, you can press this button to stop the video playing. The button lights on and then off after being pressed. The live streaming page is displayed on the LCD screen.
10	**PLAY**	Plays a VOD file. You can press this button to open the play (VOD) file list. The button lights on after being pressed.
11	**Down**	Downloads a file. Connect the USB disk and press this button to display the playback file list. The button lights on after being pressed.
12	**USB**	Exports video files in the hard disk to a USB mobile storage device (in high bit rate). Video files being recorded can be automatically saved to the USB mobile storage device in real time. The USB port supports mobile storage devices of USB disk and USB hard drive (in EXT3, NTFS, or FAT32 format).
13	**Knob**	Selects a file in the Playback (VOD) mode and fast forwards/rewinds the playback (VOD) file. Pressing the knob confirms the video playing action. Resumes the playing of a paused video file. Selects a file in download mode. Pressing the knob confirms the file downloading action.

2.2 Button Operation Description

Video Recording

Recording: Press **REC** to start recording, and the button lights on after being pressed. The **LCD screen** displays information about the recording file in scrolling mode.

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Pause: When Bee 8 is in the recording state, press **Pause** to suspend the recording task. The **Pause** button is solid on and the **REC** button lights off.

Stop: When Bee 8 is in the recording or pause state, press **STOP** to stop recording. After pressing the **STOP** button, the button lights on and then off, and at the same time, the **REC** or **PAUSE** button lights off. The **LCD screen** displays the boot information about Bee 8.

Video Playing

When Bee 8 is not in the video recording state, press **PLAY** to display the file playback menu. The operation process is as follows:

1. Press **PLAY** to display the file list on the **LCD screen**.
2. Rotate the **Knob** in clockwise or counterclockwise direction to select the file to be played.
3. Press the **Knob** to play the selected file. Information about the file being played is displayed on the **LCD screen**.
4. During video playing, rotate the **Knob** in clockwise direction to fast forward the video file and in counterclockwise direction to rewind the video file.
5. When the video is fast forwarding or rewinding, press the **Knob** to continue the video playing.

Notice: If you press **PLAY** during the video playing, the boot information (including information about Bee 8) will be displayed again the **LCD screen**, without interrupting the video playing.

If you press **PLAY** again, information about the video being played will be displayed on the LCD screen. You can press **PAUSE** or **STOP** to pause or stop the video playing.

USB File Download

Note:

1. When a USB disk or USB mobile hard disk is connected to the **USB** port, Bee 8 will check the available space of the USB disk or USB mobile hard disk. If the available space is less than 1G, the **USB** character blinks on the **LCD screen**, indicating that no video files can be downloaded to the USB disk or USB mobile hard disk.
2. In the scenario where video files are downloaded or directly recorded to the USB disk or USB mobile hard disk, and the available space of the USB disk or USB mobile hard

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disk is less than 50M, the system stops the download or direct recording process and displays the prompt information on the LCD screen.

3. To download files, you need to enable the USB download function on the Web page. For details, see 0 USB Function.

USB Download

In the scenario where no video file is recorded on Bee 8:

1. When a USB disk or USB mobile hard disk is connected to the **USB** port, Bee 8 will check the available space of the USB disk or USB mobile hard disk.
2. Press **DOWN** and the button lights on. The **LCD screen** displays the file name list.
3. Rotate the **Knob** in clockwise or counterclockwise direction to select the file to be downloaded. The **LCD screen** displays the file download progress.
4. After the download, the **DOWN** button lights off.

Direct Recording

After the USB disk or USB mobile hard disk is connected to the **USB** port, video file recorded on Bee 8 will be saved automatically to the USB disk or USB mobile hard disk in real time.

2.3 Rear Panel Ports Description

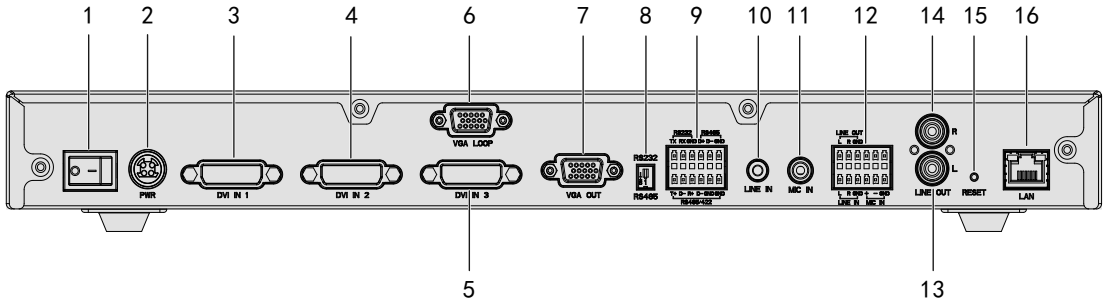

Figure 2-2

Table 2-2 Rear panel ports description

No.	Name	No.	Name
1	Power switch	9	R232/RS485/RS422 control interface

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No.	Name	No.	Name
2	Power port (**PWR**)	10	3.5mm stereo input interface (**LINE IN**)
3	DVI-I input interface 1 (**DVI IN 1**)	11	Mono RCA audio input interface (**MIC IN**)
4	DVI-I input interface 2 (**DVI IN 2**)	12	Phoenix microphone/stereo input interface
5	DVI-I input interface 3 (**DVI IN 3**)	13	RCA stereo output interface (left channel)
6	Analog VGA loop output (**VGA LOOP**)	14	RCA stereo output interface (right channel)
7	VGA video output interface (**VGA OUT**)	15	Reset button (**RESET**)
8	Serial port switch	16	LAN interface (**LAN**)

3. Bee 8 Configuration

Bee 8 Web interface is used in conjunction with Bee 8. You can log in to the Web page to remotely set parameters for Bee 8.

3.1 Bee 8 Web interface Login

Open the IE browser (IE8 or higher is required), enter the IP address of Bee 8 in the address bar, and press **Enter**. The Bee8 Web login interface is displayed as shown in Figure 3-1.

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Figure 3-1

Enter the username and password (both of them are **admin** by default), and click **Log in**. The Bee 8 Web interface is displayed as shown in Figure 3-2. By default, the **System info** page is displayed, allowing you to check the series number, model, and version of Bee 8.

Figure 3-2

3.2 File Management

Click **Files** to display the file management page as shown in Figure 3-3.

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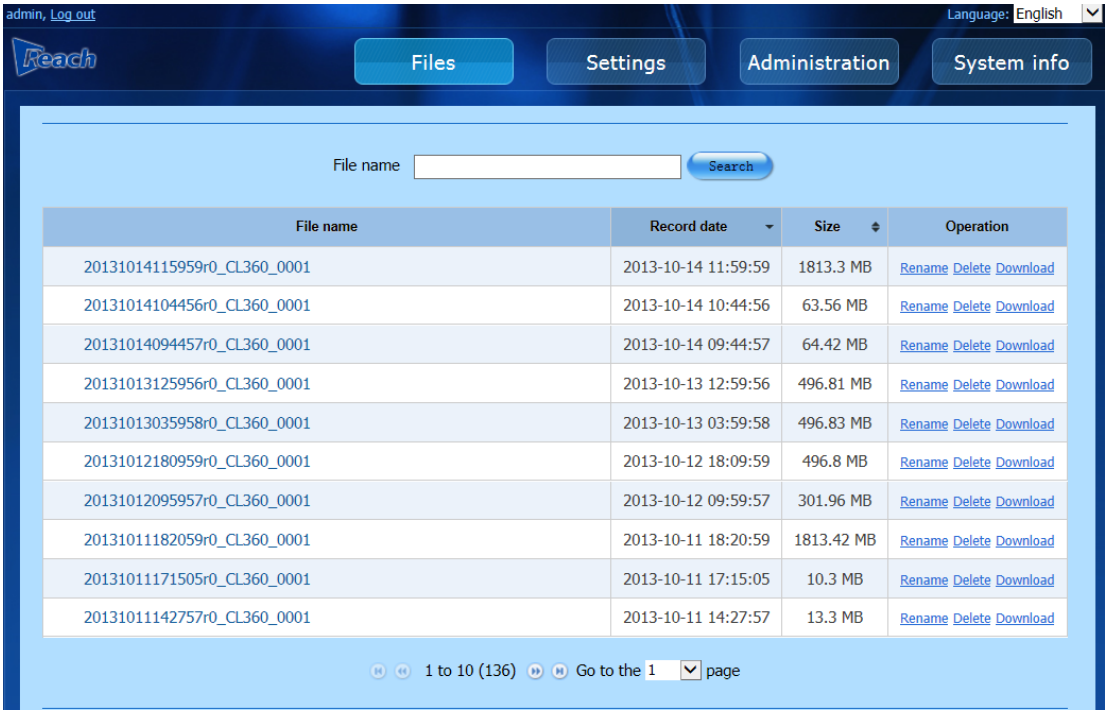

Figure 3-3

Searching a file

When there are too many files in the file list, you can enter the keyword in **File name** and click Search to locate the file wanted.

Renaming a file

Click **Rename** in the **Operation** column of a file. As shown in Figure 3-4, the file name is marked in a red box and the cursor appears so that you can rename the file as needed.

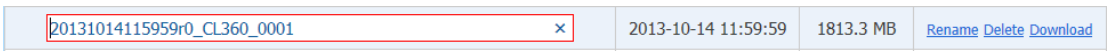

Figure 3-4

Deleting a file

1. If you click **Delete** in the **Operation** column of a file, a dialog box shown in Figure 3-5 is prompted to confirm the deletion action.

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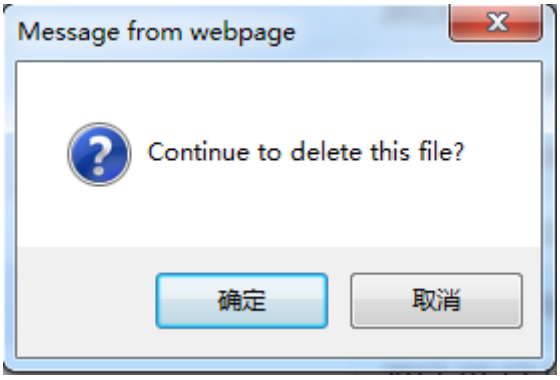

Figure 3-5

2. Click **Confirm** to delete the file and a dialog box indicating that the file has been deleted will be prompted.
3. Click **Yes** to complete the deletion operation. Alternatively, you can take no actions and just wait the system to automatically close the prompt page in 3 seconds.

Downloading a file

If you click **Download** in the **Operation** column of a file, a dialog box is prompted, as shown in Figure 3-6. Follow the prompts to download a file as needed.

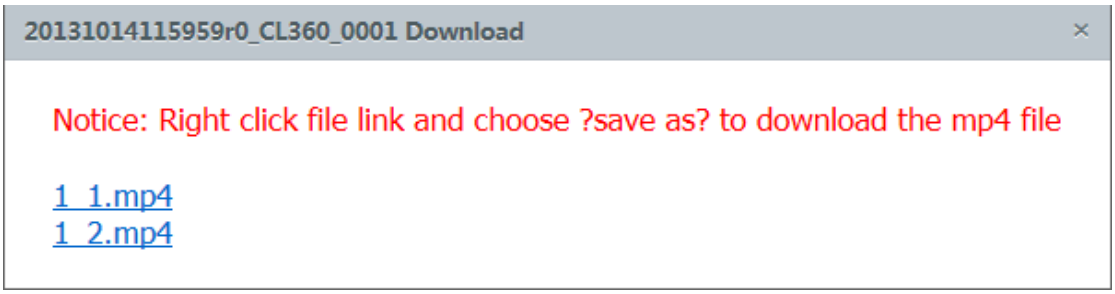
20131014115959r0_CL360_0001 Download
Notice: Right click file link and choose ?save as? to download the mp4 file
1_1.mp4
1_2.mp4

Figure 3-6

3.3 Parameter Setting

Click **Settings** to display the parameter setting page. By default, the **Video Setting** tab is displayed as shown in Figure 3-7. The **Settings** page consists of seven tabs, namely, **Video Setting**, **Video Encoding**, **Audio Setting**, **Streams**, **Camera Control**, **Image Correcting**, and **Title/Logo.**

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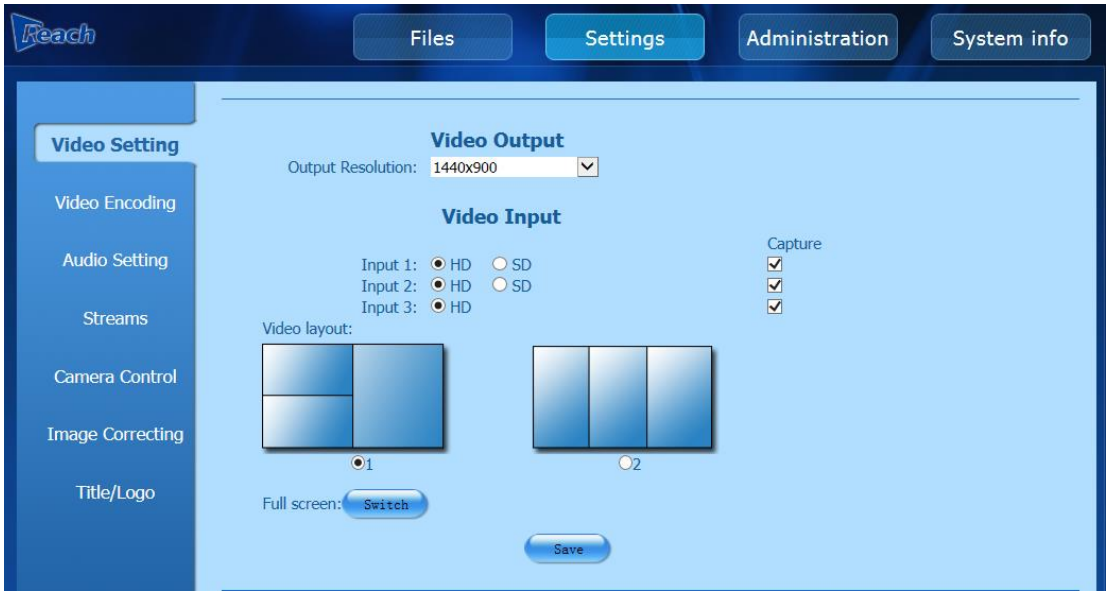

Figure 3-7

3.3.1 Video Setting

Video settings consist of four parts: **Video Output**, **Video Input**, **Video Layout**, and **Full Screen.**

Video Output

Output Resolution specifies the resolution of video signals output from the VGA video output interface.

Video Input

After Bee 8 is connected to input video signals from a certain interface, you need to determine the signal format by choosing **HD** or **SD** in the Web interface. For example, if **DVI IN 1** on the rear panel is connected to input SD signals and **DVI IN 2** is connected to input HD signals, ensure that the corresponding signal standards (SD or HD) need to be selected in **Video Input**.

Capture

Capture indicates whether to output video images. If ticked off, the corresponding video images will be output; if not, no video image will be output.

Video Layout

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Video layout specifies the setting of the picture layout on the screen. The video layout mode varies with the number of picture input channels. There are 6 layout modes for 2-channel pictures, as shown in Figure 3-8.

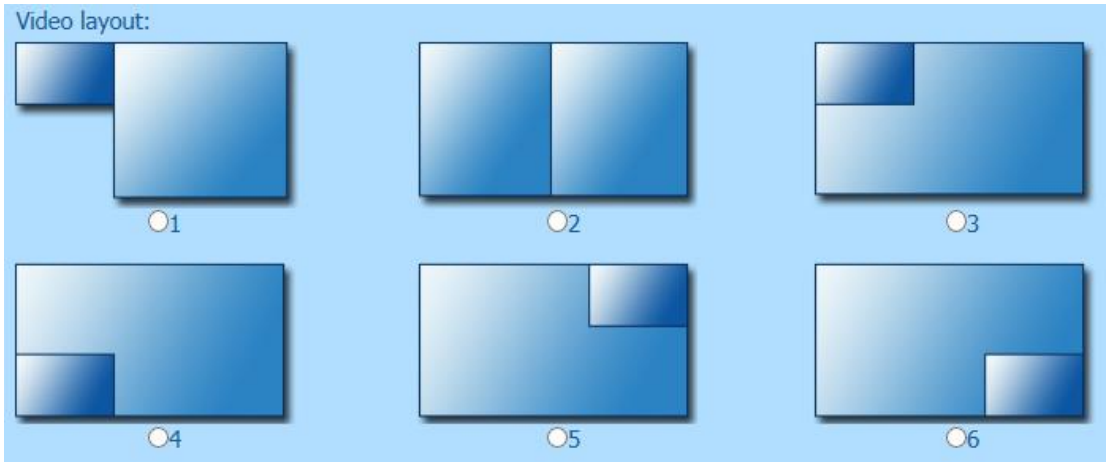

Figure 3-8

There are 2 layout modes for 3-channel pictures, as shown in Figure 3-8.

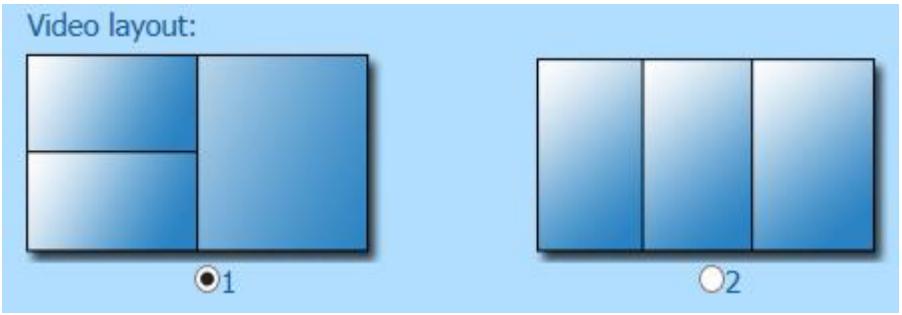

Figure 3-9

Full Screen

Full Screen displays single-channel pictures in full-screen mode.

The process for configuring **Video Setting** is as follows:

1. Click the drop-down list of **Output Resolution** to choose the corresponding output resolution, as shown in Figure 3-10.

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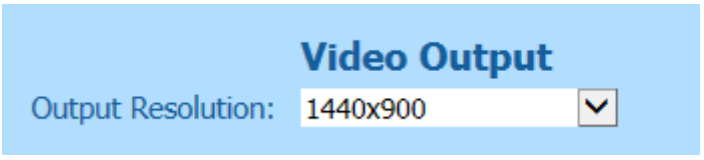

Figure 3-10

2. Choose the respective signal standard for **Input 1** and **Input 2** according to the interface connection type.
3. Choose the number of channels for signal capturing in **Capture** as needed.
4. Choose the picture layout mode in **Video Layout** as needed.
5. Click **Save** and a dialog box prompts indicating that the setting has been saved.
6. Click **Confirm** to complete the configuration.

To switch to the full screen, click **Switch**.

3.3.2 Video Encoding

Click **Video Encoding** to open the parameter setting page, as shown in Figure 3-11. Select the bit rate according to the actual bandwidth.

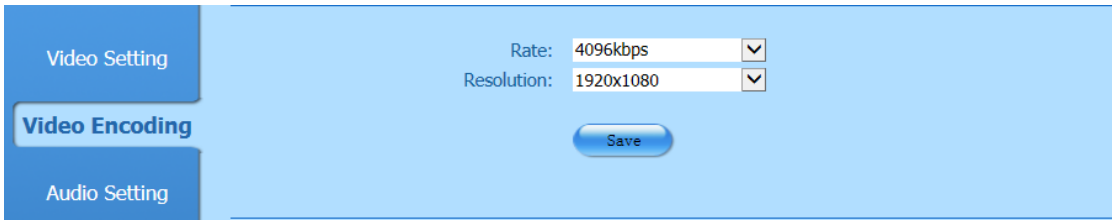

Figure 3-11

1. Select a value in **Bit rate**.
2. Select a value in **Resolution**.
3. Click **Save** to complete the configuration.

3.3.3 Audio Setting

Click **Audio Encoding** to open the parameter setting page, as shown in Figure 3-12.

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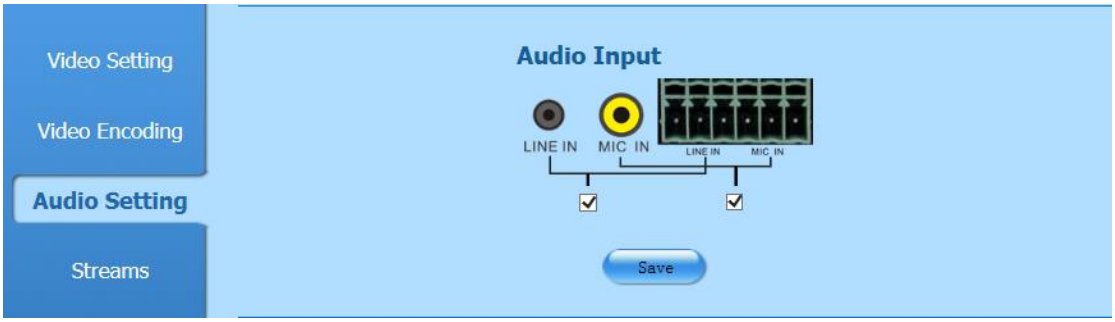

Figure 3-12

After Bee 8 establishes the connection with an audio input device, the audio input device can work properly only after **LINE IN** or **MIC IN** is ticked off in the Web interface according to the interface connection type at the rear panel of Bee 8.

Note: To ensure the recording quality, do not tick off the interface having no input signals.

1. Tick off **LINE IN** or/and **MIC IN** according to the interface connection type.
2. Click **Save** to complete the configuration.

3.3.4 Streams

Click **Streams** to open the parameter setting page, as shown in Figure 3-13.

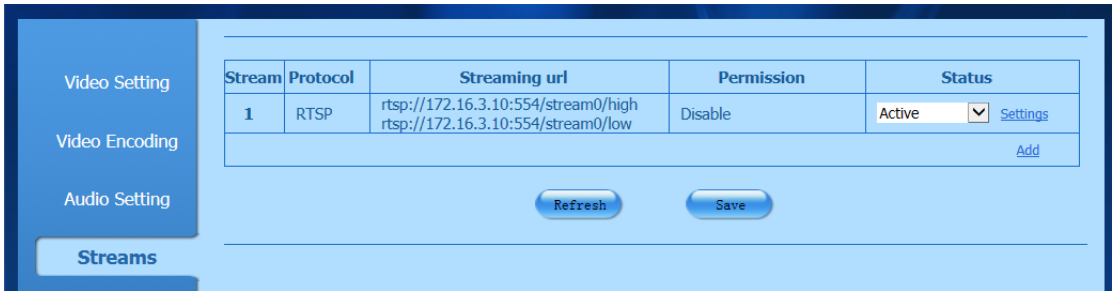

Figure 3-13

Status specifies the file-receiving status of a third-party video player. The value can be **Active**, **Stop**, and **Delete** (indicating that the playing address is deleted).

Deleting a playing address

1. Click the drop-down list in **Status** and select **Delete**.
2. Click **Setting** and a dialog box is prompted, as shown in Figure 3-14.

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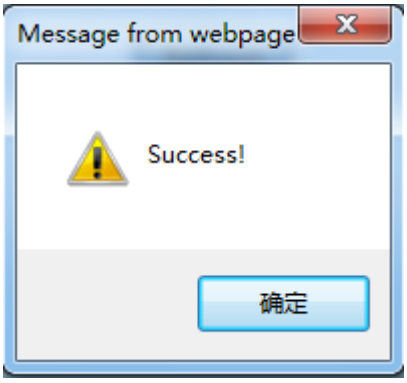

Figure 3-14

3. Click **Confirm** to delete the playing address. The **Streams** page after the playing address is deleted is shown in Figure 3-15.

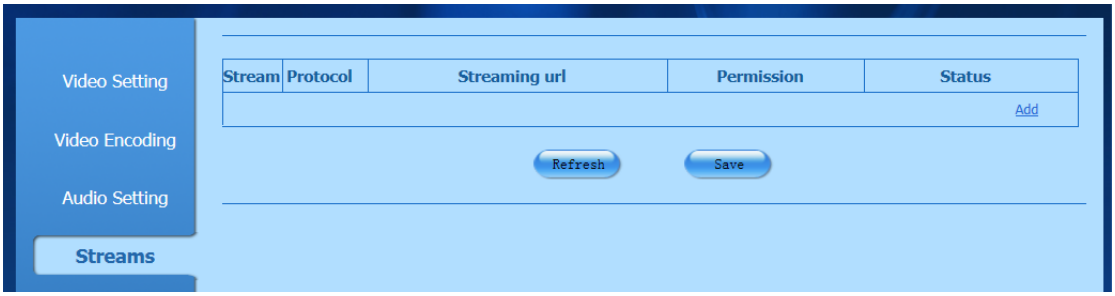

Figure 3-15

Adding a playing address

A deleted playing address can be added again.

1. Click **Add** to display a dialog box, where you can specify detailed information of the playing address, as shown in Figure 3-16.

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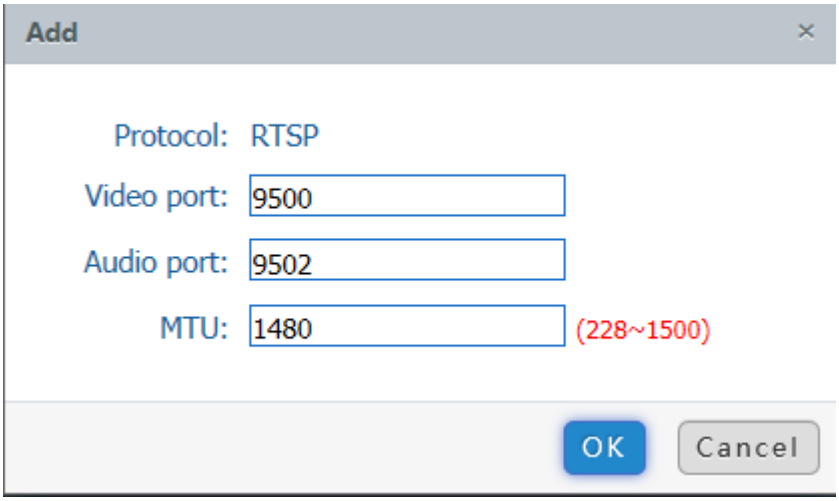

Figure 3-16

2. Click **Confirm** and a dialog box is prompted, as shown in Figure 3-17.

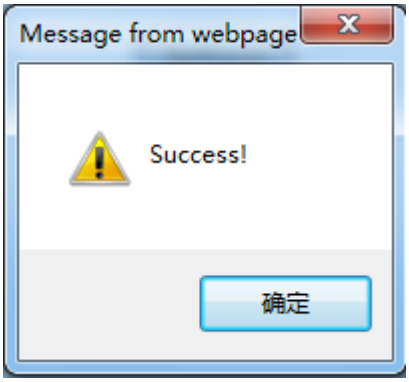

Figure 3-17

3. Click **Yes** to complete the adding operation.

Detailed setting

Permission setting: enables or disables the permission authentication function as needed. If **Enable** is selected, you can only view live videos using the playing address after entering the username and password (which are both **guest** by default).

If **Disable** is selected, you can directly view live videos without entering the username and password. The process for configuring **Detailed Setting** is as follows:

1. Click **Detailed Setting** to open the detailed setting page, as shown in Figure 3-18.

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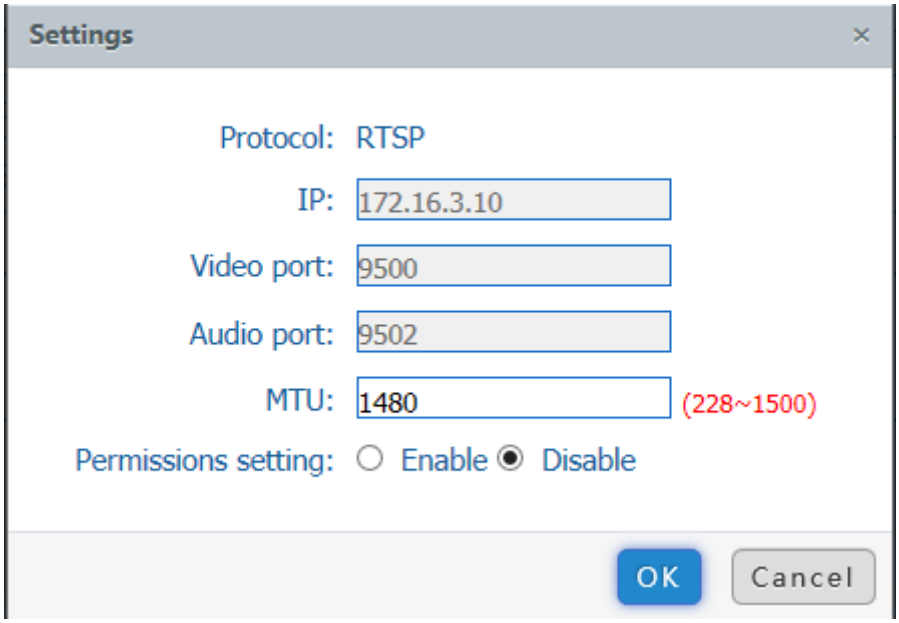

Figure 3-18

2. Choose **Enable** in **Permission setting** as needed.
3. Click **Confirm** and a dialog box is prompted, as shown in Figure 3-19.

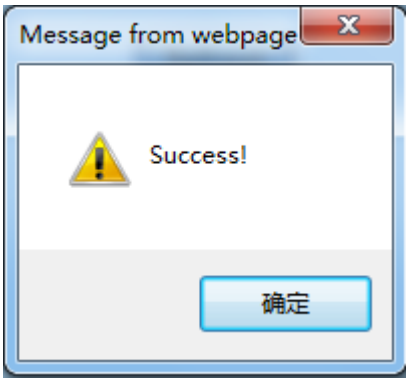

Figure 3-19

4. Click **Confirm**.
5. Click **Refresh** and you will find that the value of **Permission Setting** changes from **Disable** to **Enable**.

3.3.5 Camera Control

Uploading a camera control protocol

Click **Camera Control** to open the parameter setting page, as shown in Figure 3-20.

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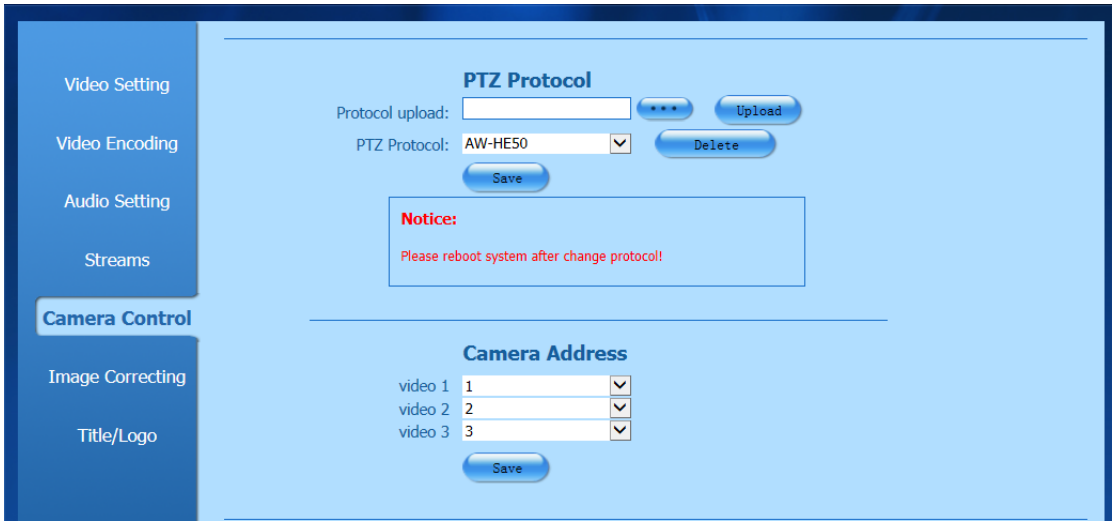

Figure 3-20

If there is no suitable camera control protocol for the existing camera, you need to upload an appropriate one. Note: Changing the input setting will lead to systemreboot. You are recommended to stop recording first.

1. Click to select a camera control protocol file (in **.ini** format) from the local directory.
2. Click **Open (O)**
3. Click **Upload**.
4. Click **Save**.

Deleting a protocol

1. Click the drop-down list in **PTZ protocol** to select a protocol file.
2. Click **Delete** and a dialog box is prompted.
3. Click **Confirm** to complete the setting.

Setting the address bits of a camera

Set the address bits according to the actual location of the camera. The PC management platform can remotely control the PTZ only when the camera address set in the Web interface is identical with the actual camera location. Select the address bits for corresponding cameras in **Video 1**, **Video 2**, and **Video 3**.

2. Click **Save** and a dialog box is prompted, as shown in Figure 3-21.

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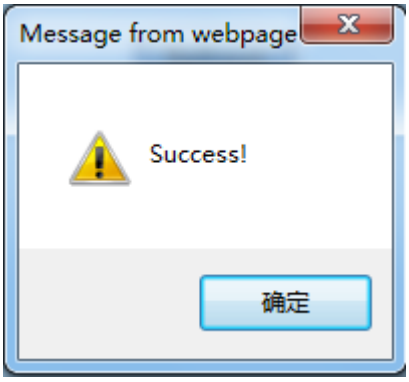

Figure 3-21

3. Click **Confirm** to complete the setting.

3.3.6 Image Correcting

Click **Image Correcting** to open the parameter setting page, as shown in Figure 3-22. **Image Correcting** takes effect only on analog signals, not digital signals.

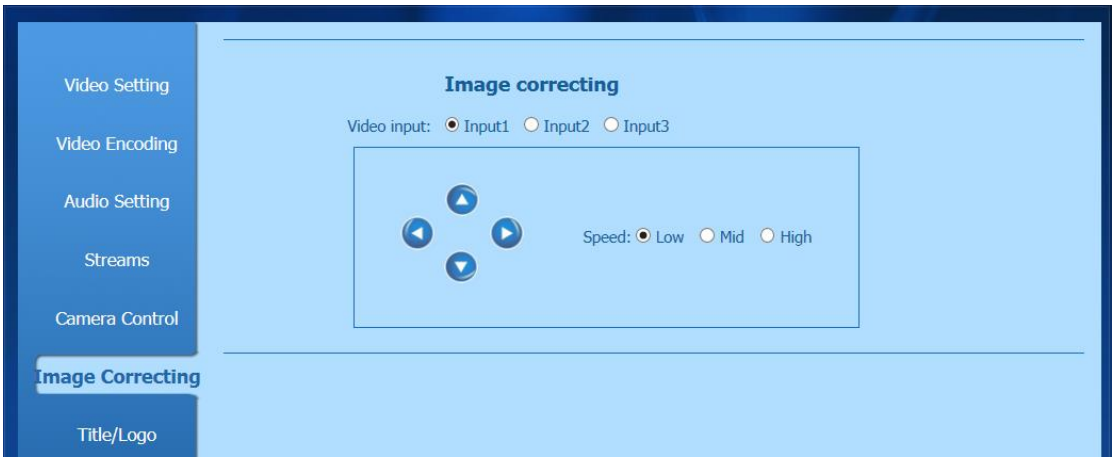

Figure 3-22

Video input: controls the moving direction of a specific video image (**Input 1**, **Input 2**, or **Input 3**).

Speed setting: Options **Mid** and **High** control the moving speed of the video image. The higher the speed level, the faster the direction moving. The option **Low** modifies the color cast of the image.

Picture position: When **Speed setting** is set to **Mid** or **High**, click, , , and to control the moving direction of the video image. When **Speed setting** is set to **Low**, click, , , and to modify the color cast of the video image.

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3.3.7 Title /Logo

Click **Title/Logo** to open the parameter setting page, as shown in Figure 3-23.

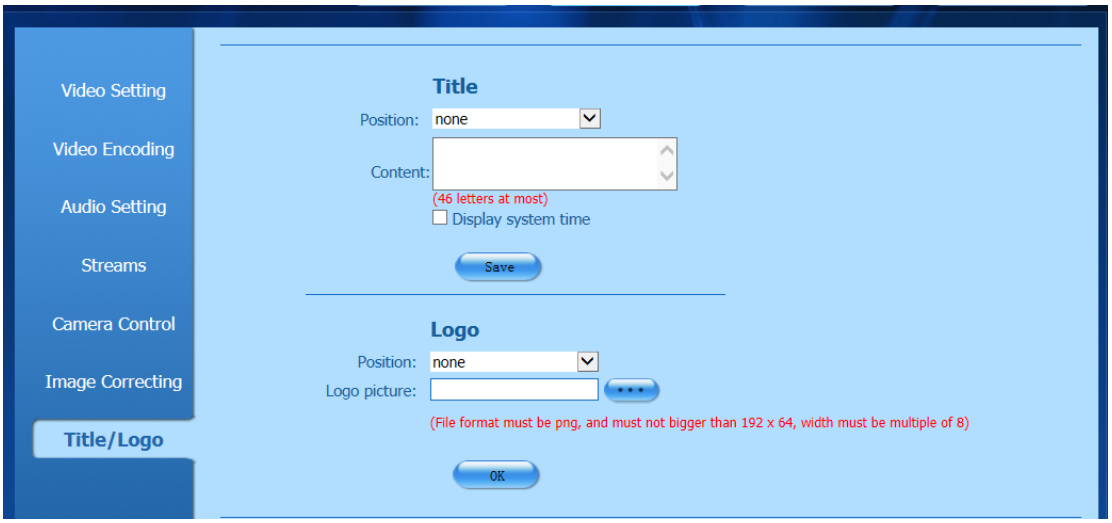

Figure 3-23

Title setting

1. Click the drop-down list of **Position** to select the position of the title text in the video image. This parameter has three values, **Top left**, **Top right**, and **None**. **None** indicates that no title is present.
2. Enter the title text to be displayed in **Title contents**.
3. Tick off **Display time** to display the system time of Bee 8 in the video image.
4. Click **Save** and a dialog box is prompted.
5. Click **Confirm** to complete the setting.

Logo setting

Note: The logo image file is in **.png** format, with its size smaller than 192 x 64.

1. Click the drop-down list of **Position** to select the logo position in the video image. This parameter has five values, **Top left**, **Top right**, **Bottom left**, **Bottom right**, and **None**. **None** indicates that no logo is present.
2. Click to select a logo image file from the local directory.
3. Click **Open (O)** after a file is selected.
4. Click **Confirm** and a dialog box is prompted.
5. Click **Confirm** to complete the setting.

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3.4 System Configuration

Click **Administration** to display the system configuration page. By default, the **Network** tab is displayed as shown in Figure 3-24. The **Administration** page consists of six tabs, namely, **Network**, **User**, **Device Name**, **FTP Setting**, **Sys Upgrade**, and **USB Function**.

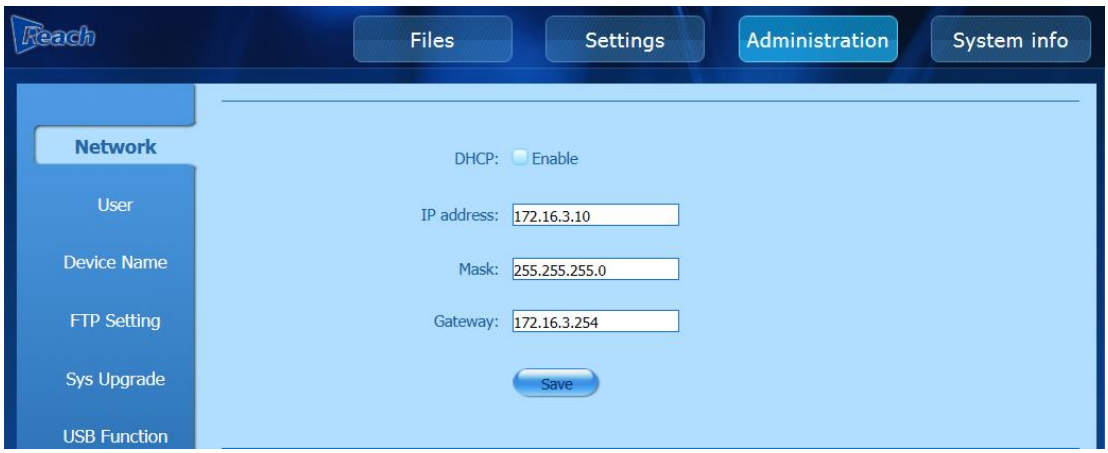

Figure 3-24

3.4.1 Network

You can obtain the IP address of Bee 8 automatically by enabling Dynamic Host Configuration Protocol (DHCP). Alternatively, you can enter the IP address of Bee 8 manually.

1. Tick off **Enable** in **DHCP** to obtain the IP address of Bee 8 automatically.
2. If **Enable** is not ticked off, you can input the IP address information of Bee 8 manually in **IP address**, **Mask**, and **Gateway**.

3.4.2 User

Click **User** to open the parameter setting page, as shown in Figure 3-25.

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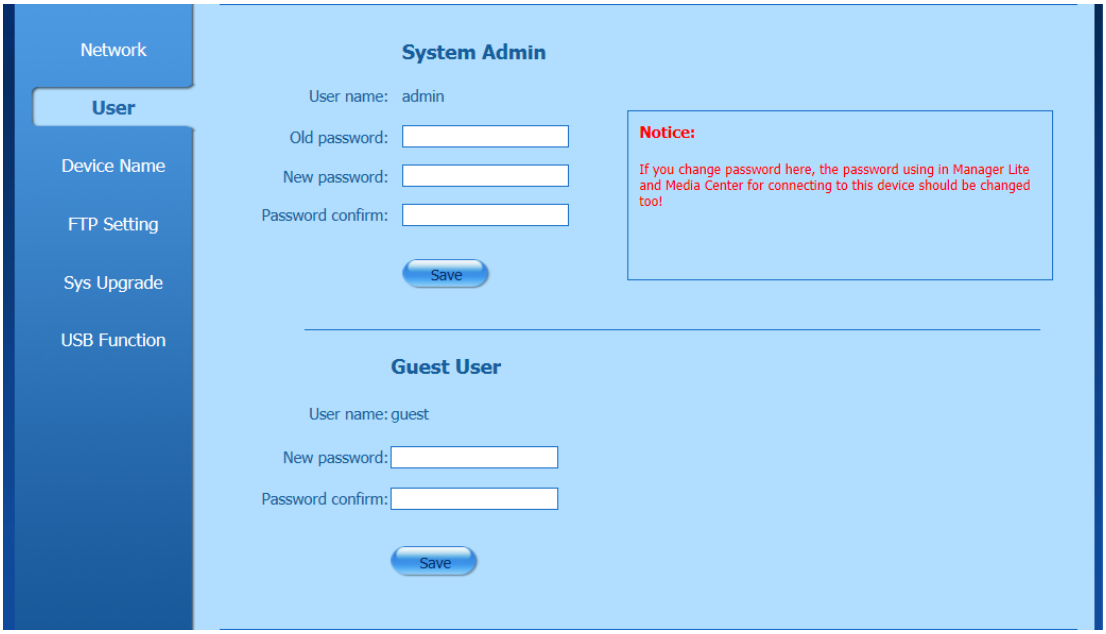

Figure 3-25

Changing the system administrator password

The system administrator refers to the user authorized to log in to the Web interface. Note: After changing the system administrator password, you need to change the password for connecting the management platform and media center accordingly.

1. Enter the original password in **Old password** (the default password is **admin**).
2. Enter the new password in **New password**.
3. Re-enter the new password in **Password confirm**.
4. Click **Save** in the **System Admin** part to complete the setting.

Changing the guest user password

The guest user refers to the user authenticated to receive Real Time Streaming Protocol (RTSP) streams or the ordinary user logging to the iPad control terminal.

1. Enter the original password in **Old password** (the default password is **guest**).
2. Enter the new password in **New password**.
3. Repeat the new password in **Password confirm**.
4. Click **Save** in the **Guest User** part to complete the setting.

3.4.3 Device Name

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Click **Device Name** to open the parameter setting page, as shown in Figure 3-26. Enter the user-defined name of Bee 8 in the blank line and click **Save** to complete the setting.

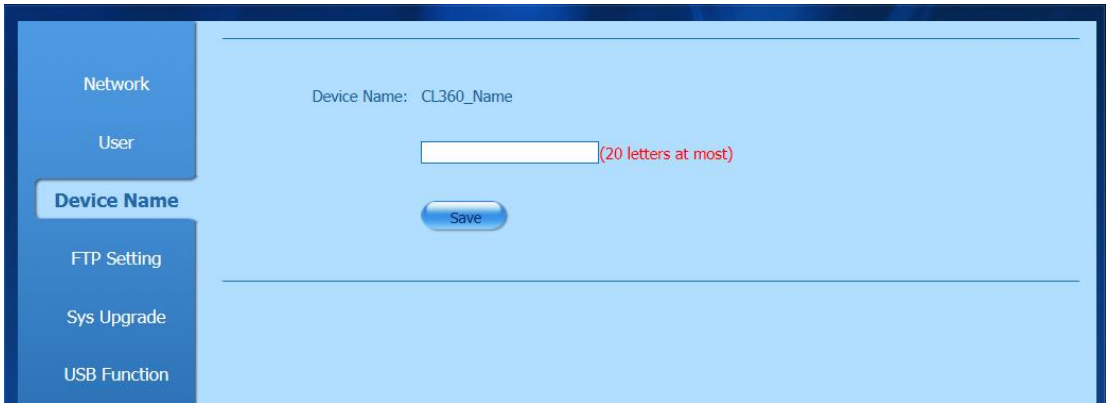

Figure 3-26

3.4.4 FTP Setting

Click **FTP Setting** to open the parameter setting page, as shown in Figure 3-27.

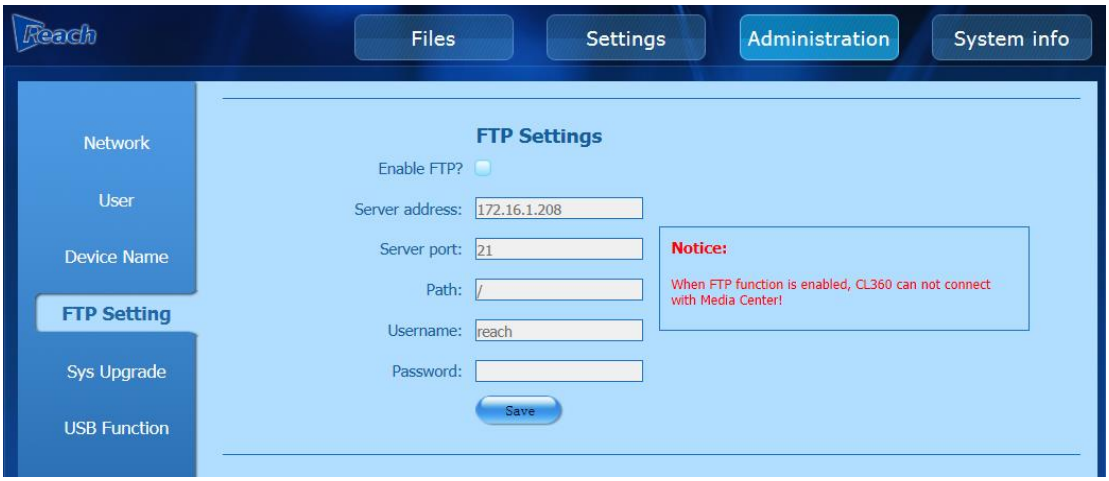

Figure 3-27

Note: If a third-party FTP server is used, the media center (lite) cannot be connected to Bee 8.

A user can connect to an FTP server through the network connection to back up video files on Bee 8 to the FTP server. When Bee 8 is connected to an FTP server, video files on Bee 8 cannot be uploaded to the media center (lite).

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Enable FTP: If ticked off, recorded video file will be backed up automatically both on Bee 8 and the third-party FTP server.

Server address: specifies the IP address of a third-party FTP server.

Server port: The default value is used and no action is required.

Path: sets the path for saving video files on the third-party server.

Username: specifies the username for logging in to the third-party server (the value is configured during the setup of the FTP server).

Password: specifies the password for logging in to the third-party server (the value is configured during the setup of the FTP server).

3.4.5 System Upgrade

Click **Sys Upgrade** to open the parameter setting page, as shown in Figure 3-28.

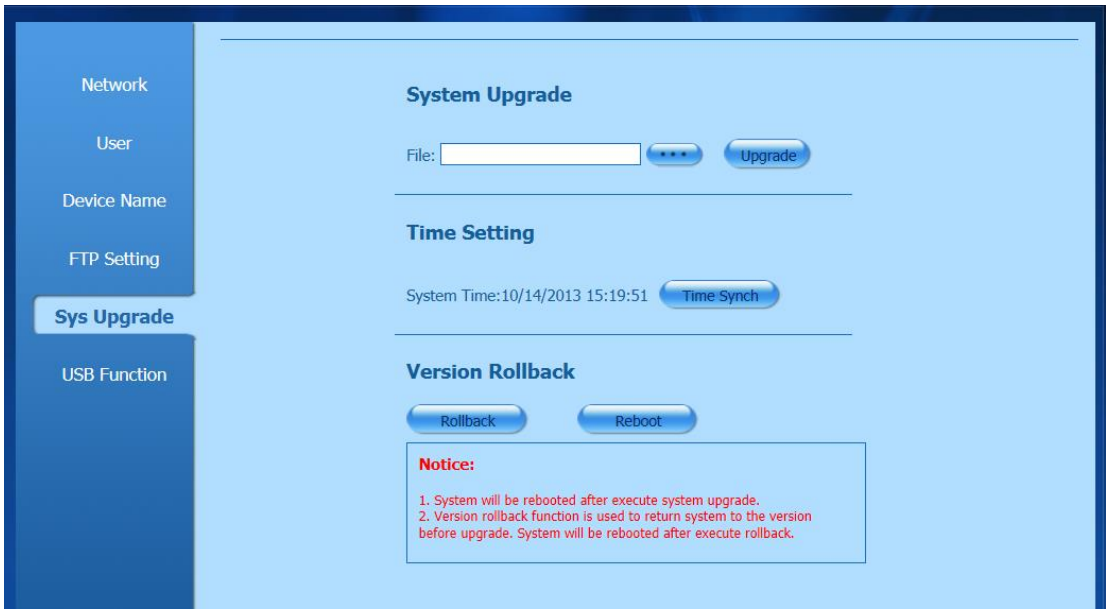

Figure 3-28

System Upgrade

This parameter upgrades the system version of Bee 8. The detailed process is as follows:

1. Click to select the system upgrade file.
2. Click **Open (O)**.
3. Click **Upgrade** and a dialog box is prompted.

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4. Click **Confirm**. The system upgrade is completed after Bee 8 reboots automatically.

Time Setting

This parameter remotely sets the time displayed on Bee 8 and synchronizes the local PC time to Bee 8. The detailed process is as follows:

1. Click **Time Sync** and a dialog box is prompted.
2. Click **Confirm** to complete the setting.

Version Rollback

This parameter rolls back the current version to the version before upgrade.

Click **Rollback** to roll back to the previous version.

System Reboot

Click **Reboot** to restart Bee 8.

3.4.6 USB Function

Click **USB Function** to open the parameter setting page, as shown in Figure 3-29.

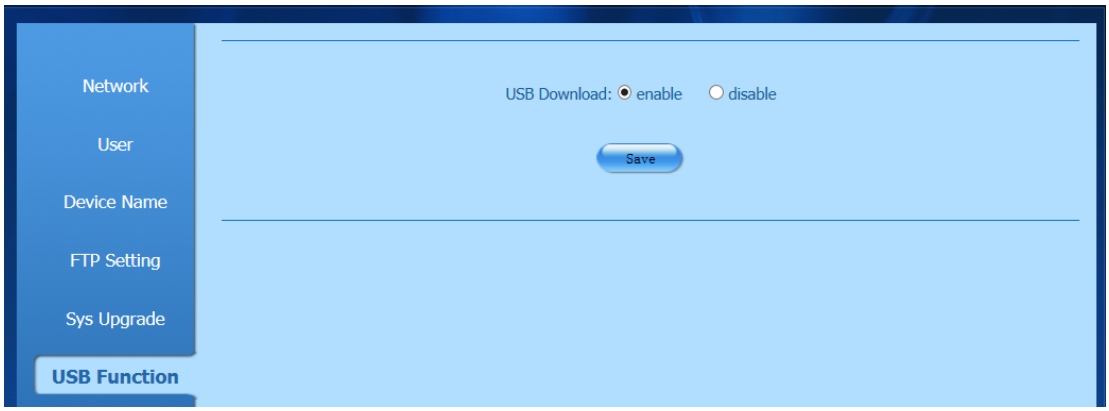

Figure 3-29

When a USB disk is connected to the Bee 8 USB port to copy video files, you need to choose **enable** for **USB Download**. Only after that, video files can be downloaded to the USB disk.

In the scenario where videos are recorded on Bee 8, video files can be directly written to the USB disk regardless of whether **USB Download** is set to **enable** or **disable**.

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3.5 System Information

Click **System info** to view the system version, hard disk space, and IP address, as shown in Figure 3-30

.

Figure 3-30

4. PC Management Platform

The PC management platform is connected to the collecting device (Bee 8) through the IP network to monitor the status of Bee 8 and remotely control cameras in the meeting room.

4.1 Installing the Management Platform

Double-click the installation package to install the management platform as prompted.

4.2 Opening the Management Platform

Double-click the shortcut of **Manager Lite.exe** on the desktop to open the management platform.

4.3 Adding a Device

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The management platform does not have information about the Bee 8 that is connected to it for the first time. Therefore, you need to add information about the Bee 8 to the management platform. A maximum of 8 Bee 8 devices can be added to the PC management platform.

1. Click **Add Device** to open the parameter setting page, as shown in Figure 4-1.

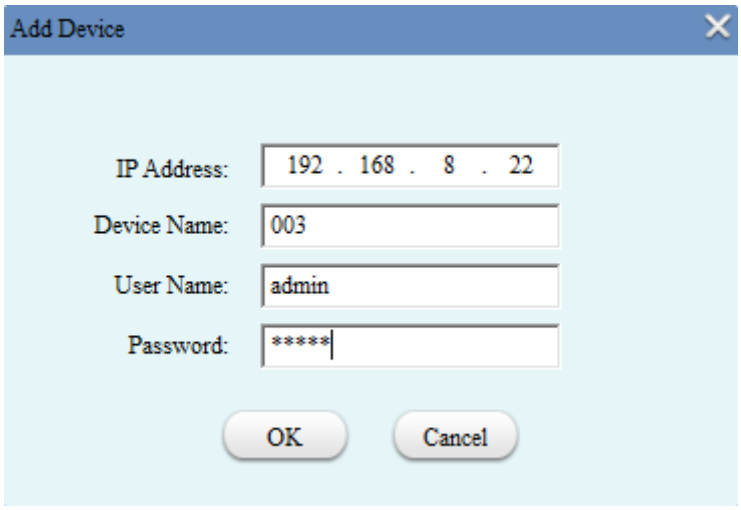

Figure 4-1

2. Enter the IP address of Bee 8 in **IP Address**.
3. Enter a user-defined name of Bee 8 in **Device Name**.
4. Enter the username in **User Name**. The default value is **admin**.
5. Set the password in **Password**. The default value is **admin**.
6. Click **OK** to complete the device addition.

Bee 8 devices added to the platform can be viewed from the left column of the page, as shown in Figure 4-2.

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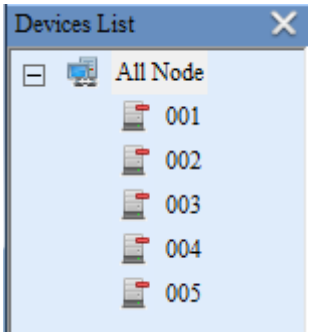

Figure 4-2

5. PC Management Platform Interface

Figure 5-1 shows the layout of the management platform interface:

The topmost part of the interface is **Tool bar**.

The left part of the interface is **Device list bar**.

The middle part of the interface is **Video display area**.

The right part of the interface is **Operation area**.

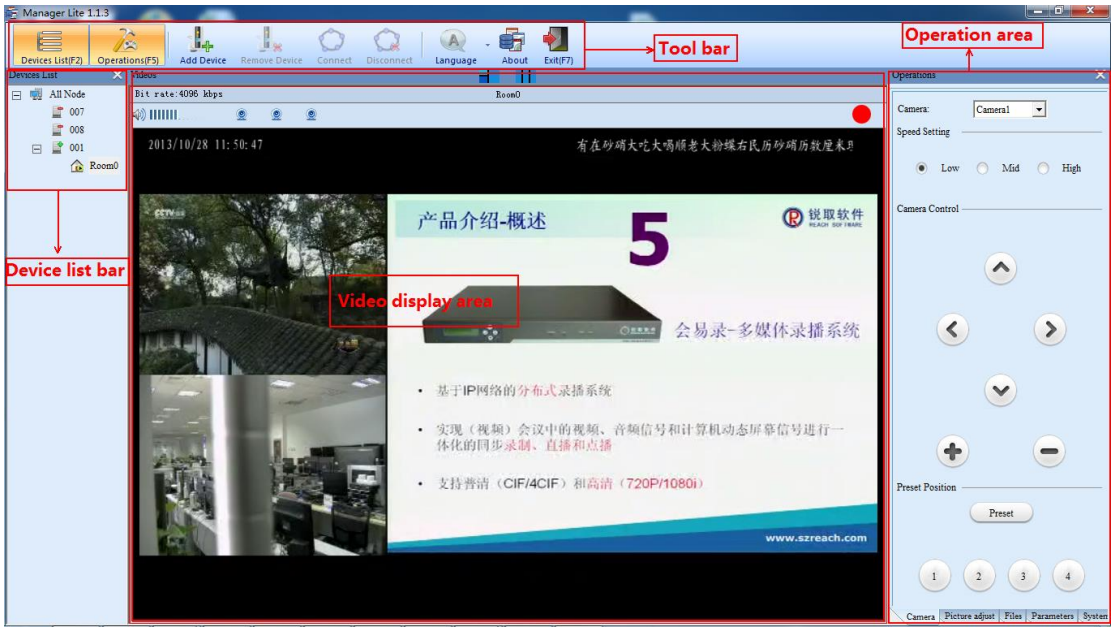

Figure 5-1

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5.1 Tool Bar

Device List: opens the device list by clicking it and closes the device list by clicking it again.

Operations: opens the operation area by clicking it and closes the operation area by clicking it again.

Add Device: opens the add-device page by clicking it.

Remove Device: deletes a selected Bee 8 by clicking it.

Connect: connects a Bee 8 in the disconnected state by clicking it. After the connection is established, double-click **Room0** of the corresponding Bee 8 to open and play the video file again.

Disconnect: disconnects a connected Bee 8 by clicking it.

Note: **Connect** and **Disconnect** are mutually exclusive. Only one of them can be enabled at a time.

Language: selects the language of the management platform. Available languages include simplified Chinese, traditional Chinese and English.

About: displays information (such as version number) about the management platform by clicking it.

Exit: quits the management platform by clicking it.

5.2 Device List Bar

Click in **Devices List** as shown in Figure 5-2 to close the device list.

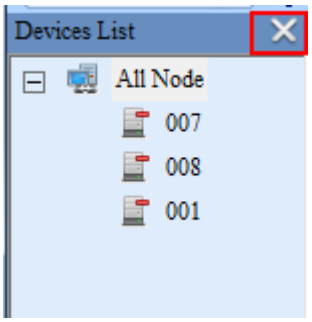

Figure 5-2

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You can view all connected Bee 8 devices in **Devices List**. Place the mouse on a specific Bee 8 and you can view detailed information, such as IP address of the Bee 8, as shown in Figure 5-3.

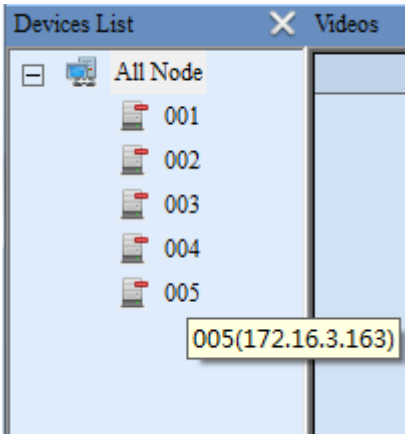

Figure 5-3

5.3 Video Display Area

You can view the picture layout in this bar. The picture layout mode varies with the number of picture output channels. For example, there are 6 layout modes for 2-channel pictures, as shown in Figure 5-4. There are 2 layout modes for 3-channel pictures, as shown in Figure 5-5. Click the icon of any picture layout mode to carry out the setting.

Figure 5-4

Figure 5-5

Information in the **Video Display Area** includes: bit rate, audio signal, video connections, and recording state (record, pause, and stop), as shown in Figure 5-6.

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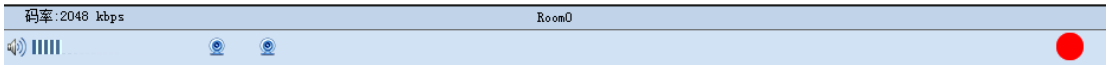

Figure 5-6

Click the corresponding status icon to start, pause, or stop a recording task.

When no video is being recorded, click to start recording, and the **Room0** status is displayed as `Room0(Recording)`.

When a video is being recorded, click to stop recording.

When a video is being recorded, click to pause recording, and the **Room0** status is displayed as `Room0(Paused)`.

5.4 Operation Area

Click in **Operations** as shown in Figure 5-2 to close the operation area .

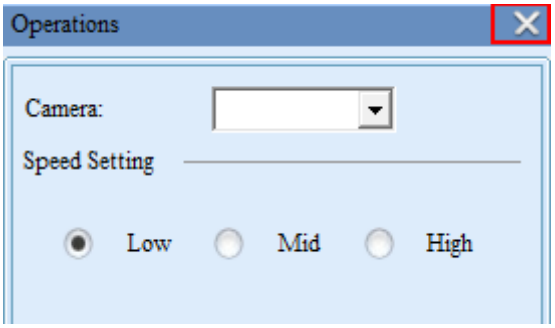

Figure 5-7

5.4.1 Camera Management

Figure 5-8 shows the **Camera** tab for camera management.

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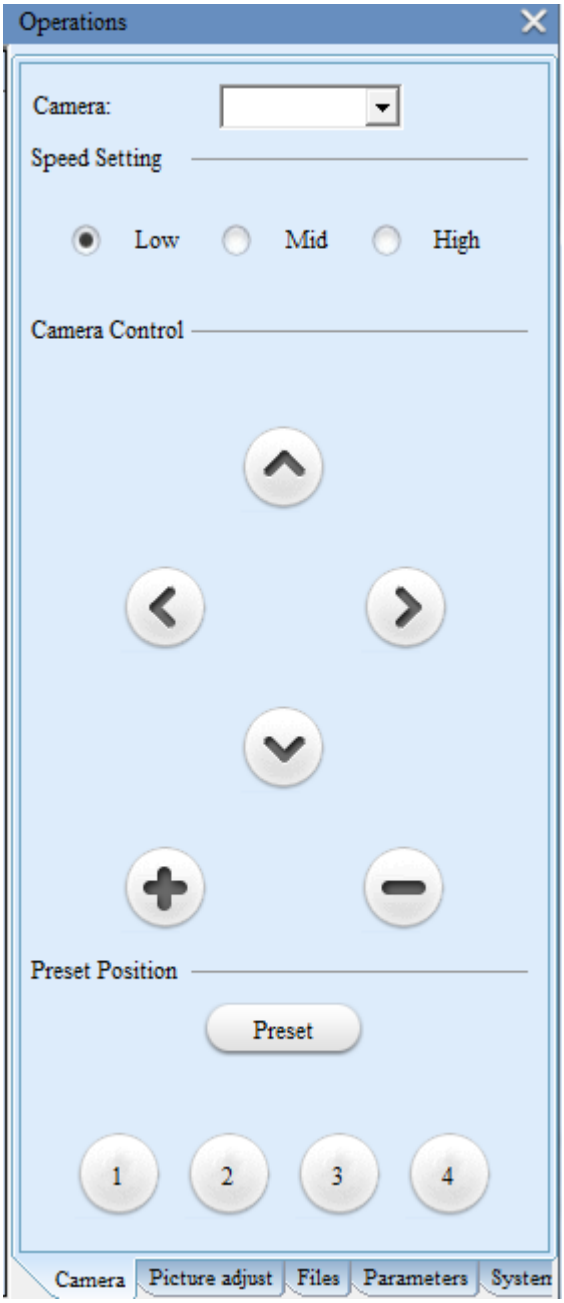

Figure 5-8

Camera: selects and controls a camera remotely. By default, camera 1 corresponds to videos from channel 1 (input 1) and camera 2 corresponds to videos from channel 2 (input 2), and so on and so forth.

Speed Setting: controls the moving speed of the camera direction. The higher the speed level, the faster the direction moving. The speed levels include **Low**, **Mid**, and **High**.

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Camera Control: controls the direction of a camera through , , , or ; adjusts the focal length through or .

Preset Position: adjusts the position of a camera. The setting can be saved for the next invoking.

Setting a Preset Position

Click **Preset** and then click any of the numbers 1 to 4 to set a preset position.

Invoking a Preset Position

Click any of the numbers 1 to 4 to adjust the camera direction to the preset position.

5.4.2 Picture Adjustment

Figure 5-9 shows the **Picture adjust** tab. Note that only analog signals, not digital signals, can be adjusted in this tab.

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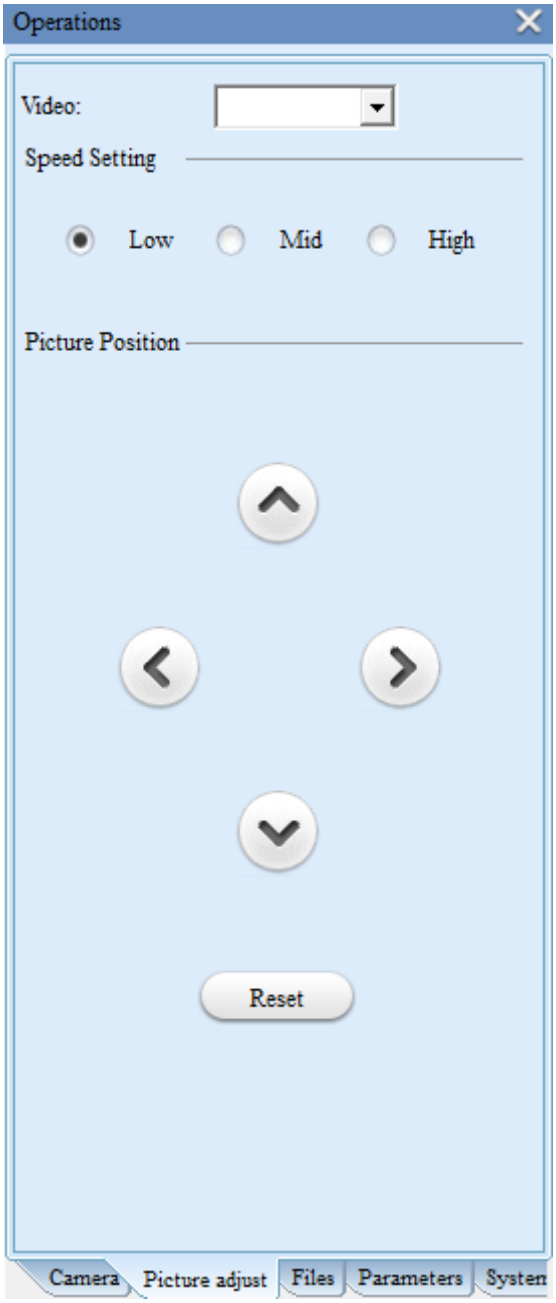

Figure 5-9

Video: controls the moving direction of a video image based on the chosen video ID.

Speed Setting: Options **Mid** and **High** control the moving speed of the video image. The higher the speed level, the faster the direction moving. The option **Low** modifies the color cast of the image.

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Picture Position: When **Speed setting** is set to **Mid** or **High**, click , , , or to control the moving direction of the video image. When **Speed setting** is set to **Low**, click , , , or to modify the color cast of the video image.

5.4.3 File Management

Figure 5-10 shows the **Files** tab for file management.

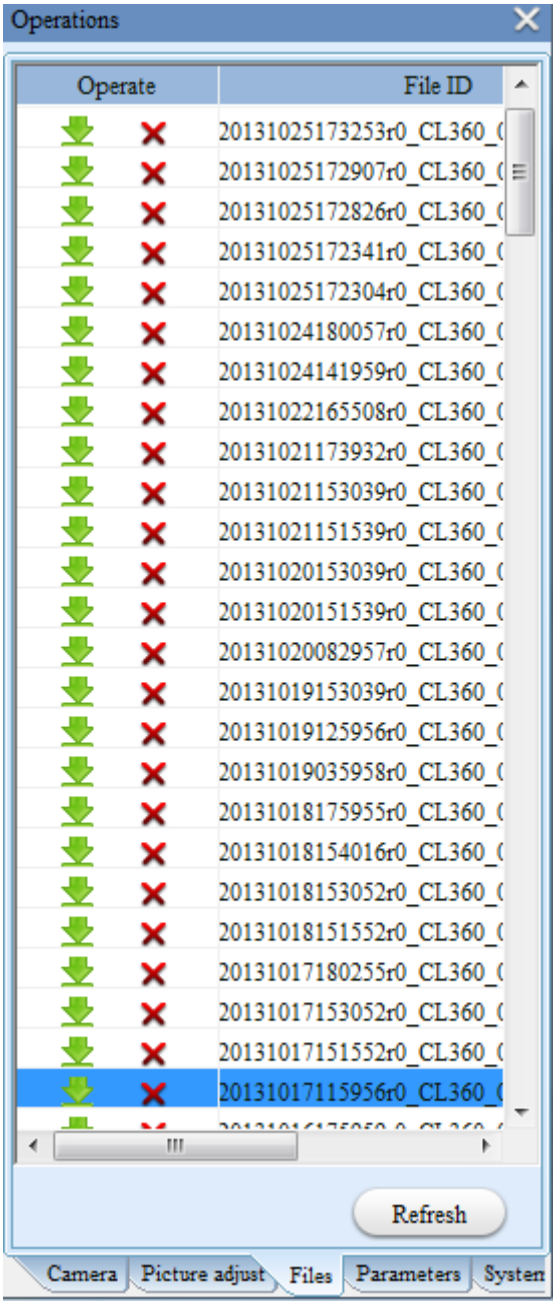

Figure 5-10

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1. Click to download a video file to the local directory.
2. Click to delete a video file.
3. Click **Refresh** to update the file list.

5.4.4 Parameter Setting

Figure 5-11 shows the **Parameters** tab for parameter setting.

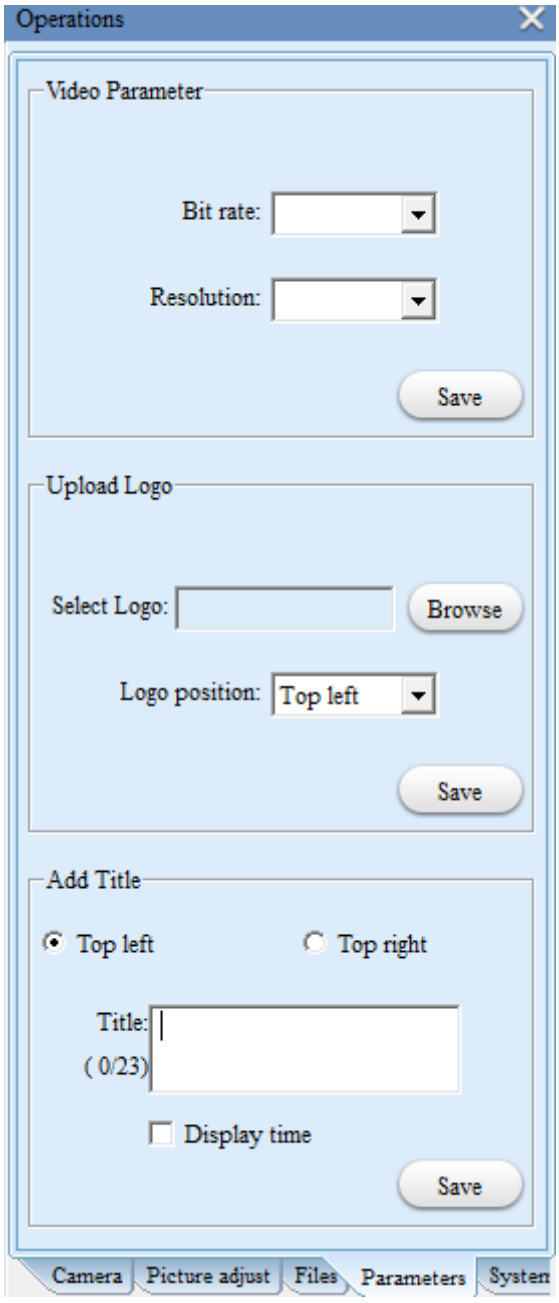

Figure 5-11

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Video Parameter: selects the bit rate according to the actual bandwidth.

1. Select a value in **Bit rate**. Optional values for this parameter include 2M, 4M, and 8M.
2. Select a value in **Resolution**.
3. Click **Save** in the **Video Parameter** part to complete the setting.

Upload Logo

1. Click **Browser** to select a logo image in the window opened.
2. Click the drop-down list of **Logo position** to select the logo position in the video image. **Logo position** has four values, **Top left**, **Top right**, **Bottom left**, **Bottom right**.
3. Click **Save** in the **Upload Logo** part to complete the setting.

An uploaded logo image can also be deleted in the **Upload Logo** part.

Deleting a logo image

Alternatively, you can click **Save** without uploading a logo image, and then click OK in the prompted dialog box to complete the logo deletion.

Add Title

1. Choose the option **Top left** or **Top right** to determine the position of the title text in the video image.
2. Enter the title text to be displayed in **Title**.
3. Tick off **Display time** to display the system time in the format of year/month/day hour/minute/second (such as 2013/07/26 10:20:30) at the top left of the video picture.
4. Click **Save** in the **Add Title** tab to complete the setting.

5.4.5 System Management

Figure 5-12 shows the **System** tab for system management.

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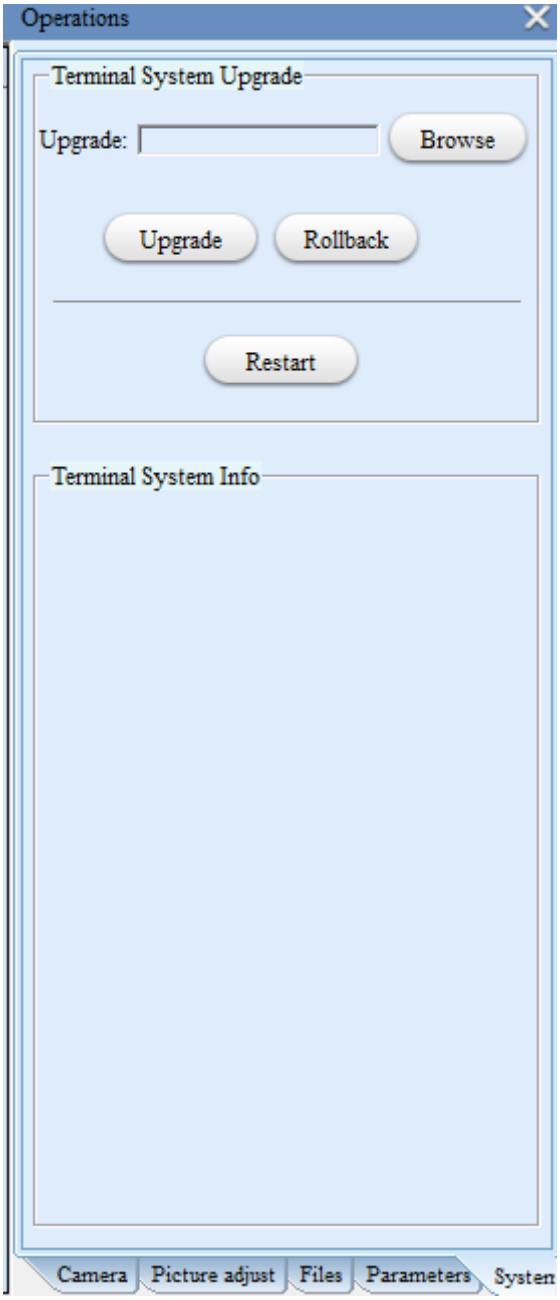

Figure 5-12

Terminal System Upgrade

You can upgrade the system version of Bee 8 in this tab.

1. Click **Browser** to select an upgrade file. A prompt page for file selection will be displayed.
2. Click **Open (O)**.

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3. Click **Upgrade**. After Bee 8 reboots automatically, the version upgrade is completed.

Rollback

Version rollback indicates that the Bee 8 system is rolled back to the previous version. Click **Rollback** to roll back to the previous version.

Restart

Restarting the collecting device is to restart Bee 8.

Click **Restart** to restart Bee 8.

Terminal System Info

You can view information about Bee 8 (such as the device name and version number) in this part.

6. iPad Control Terminal

The iPad control terminal is dedicated to iPad tablet. The iPad control terminal is connected to the collecting device (Bee 8) through the IP network to monitor the status of Bee 8 and remotely control cameras in the meeting room. Compared with the PC management platform, the iPad control terminal is easy to carry and simple to operate.

6.1 Download and Installation

1. Click and open **App Store** on an iPad.
2. Search **Reach Video** in **App Store**.
3. Click **Reach Video** to open the installation page, and click **Install**.

6.2 Login

Before logging in to the iPad, ensure that the iPad has been connected to the wireless network in the same LAN as Bee 8.

1. Click **Reach Video** to open the iPad control terminal as shown in Figure 6-1.

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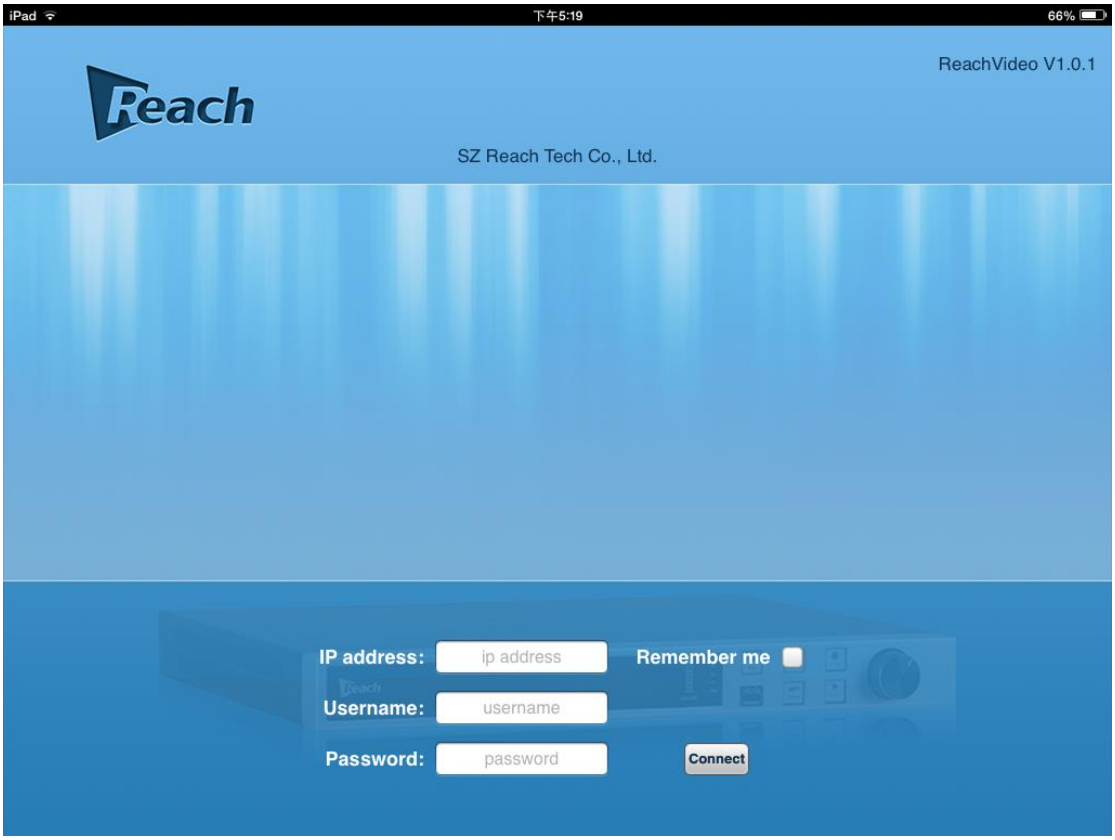

Figure 6-1

2. Enter the IP address of Bee 8 in **IP address**.
3. Enter the username of a guest user (the default value is **guest**).
4. Enter the password of a guest user (the default value is **guest**).
5. Tick off **Remember me**.
6. Click **Connect** to open login page for the guest user, as shown in Figure 6-2.

A guest user can play videos only after logging in to the iPad control terminal.

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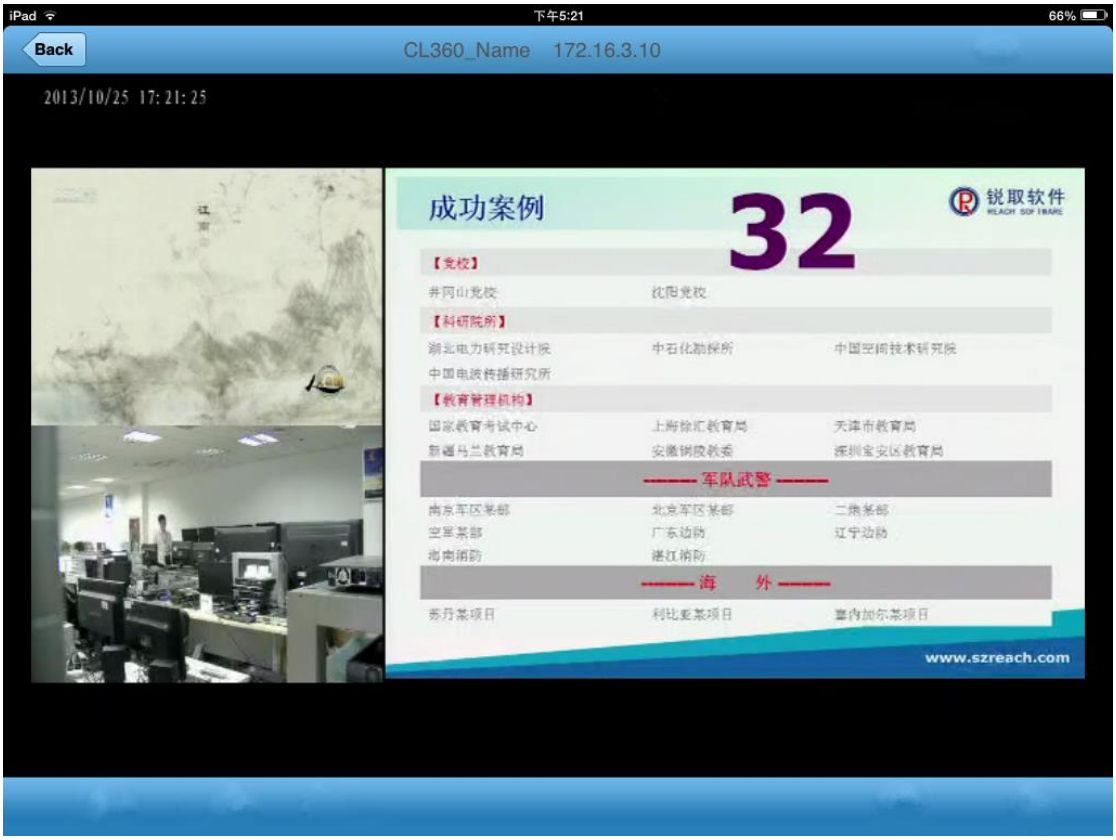

Figure 6-2

If you log in to the iPad control terminal as a system administrator, you can play videos, monitor the status of Bee 8, and remotely control cameras in the meeting room.

1. Click **Reach Video** to open the iPad control terminal.
2. Enter the IP address of Bee 8 in **IP address**.
3. Enter the system administrator account in **Username** (the default value is **admin**).
4. Enter the password of the system administrator (the default value is **admin**).
5. Tick off **Remember me**.
6. Click **Connect** to open the login page for the system administrator, as shown in Figure 6-3.

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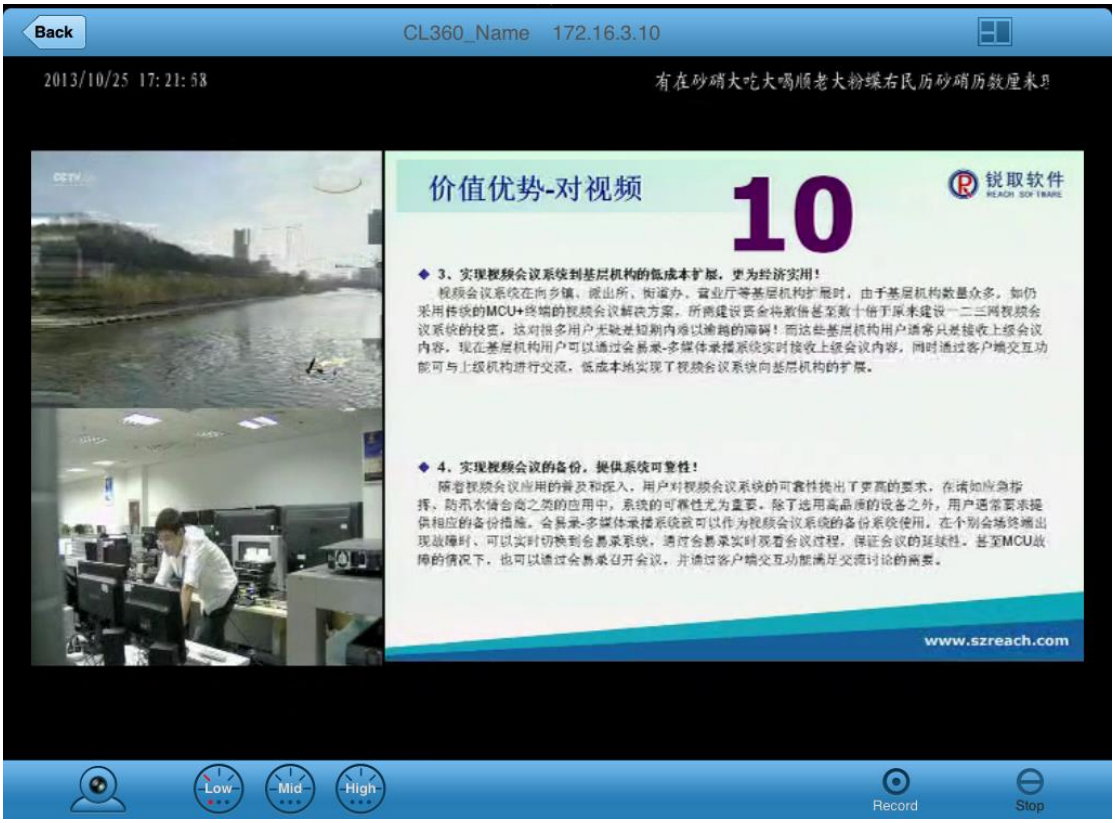

Figure 6-3

6.3 Page Description

The page consists of three parts:

The bar on the top contains a **Quit** button, the IP address of the connected Bee 8, and a button for setting the picture layout.

The bar in the middle is used to display video images.

The bar at the bottom contains buttons for controlling the camera and video recording.

6.4 Operation Guide

6.4.1 Quitting the iPad Control Terminal

Click **Quit** to exit the iPad control terminal.

6.4.2 Setting the Picture Layout

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Note: The picture layout mode and the corresponding icon vary with the number of video connection channels. The picture layout with three video connection channels is used as an example:

1. Click to open the hidden picture layout mode, as shown in Figure 6-4.

Figure 6-4

2. Select a picture layout mode and set the video image accordingly.

6.4.3 Camera Control

Click to display hidden cameras, as shown in Figure 6-5.

Figure 6-5

Camera: selects a camera according to the camera ID (Camera 1, Camera 2, or Camera 3).

Camera control: adjusts the focal length through , or ; controls the moving direction of a camera through , , , and .

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Speed setting: controls the moving speed of the camera direction. The higher the speed level, the faster the direction moving. The speed levels include **Low**, **Mid**, and **High**.

6.4.4 Recording Control

Click the corresponding status button shown in Figure 6-6 to start, pause, or stop a recording task.

Figure 6-6

Starting recording

If there is no running recording task, click to start the video recording. After the recording task is started, changes to , with information about the recording file being displayed as shown in Figure 6-7. You can click to pause the current recording.

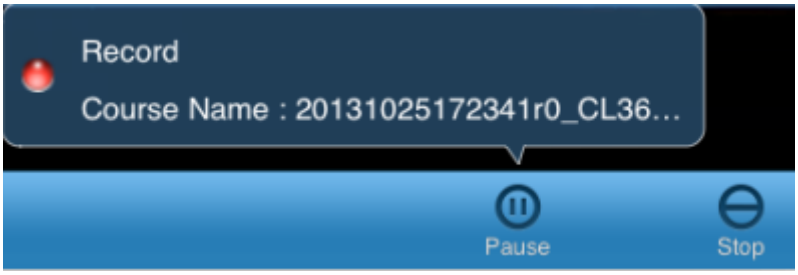

Figure 6-7

Stopping recording

You can click to stop a recording task. changes back to , and the prompt indicating that the recording task is stopped is displayed as shown in Figure 6-8.

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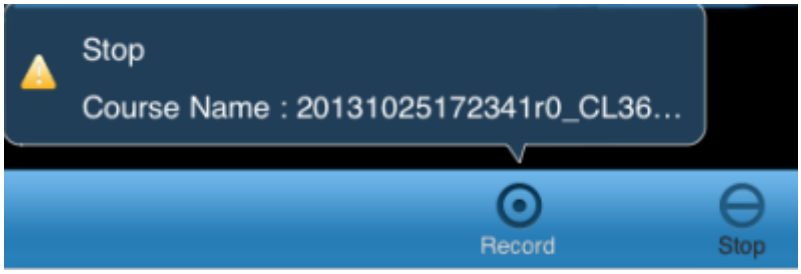

Figure 6-8

Pausing recording

You can click to pause a recording task. changes back to , and the prompt text indicating that the recording task is paused is displayed as shown in Figure 6-9.

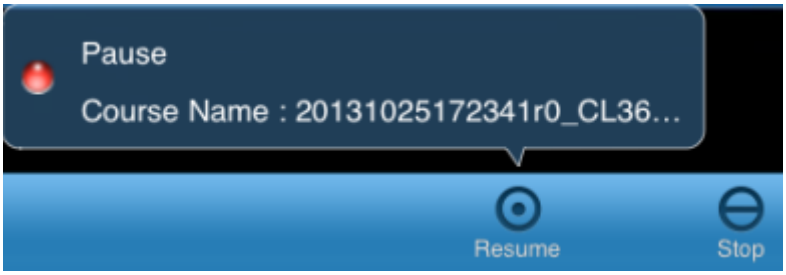

Figure 6-9

Continuing recording

You can click to resume a paused recording task. changes to , with the prompt indicating that the recording task is running is displayed as shown in Figure 6-10.

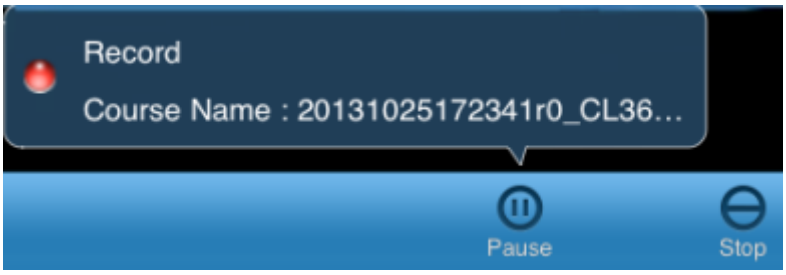

Figure 6-10

6.5 Remembering the IP Address Automatically

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After a user successfully logs in to **Reach Video**, the login page of the iPad control terminal will remember the Bee 8 IP address for the next login. The login page with the Bee 8 IP address being remembered is shown in Figure 6-11.

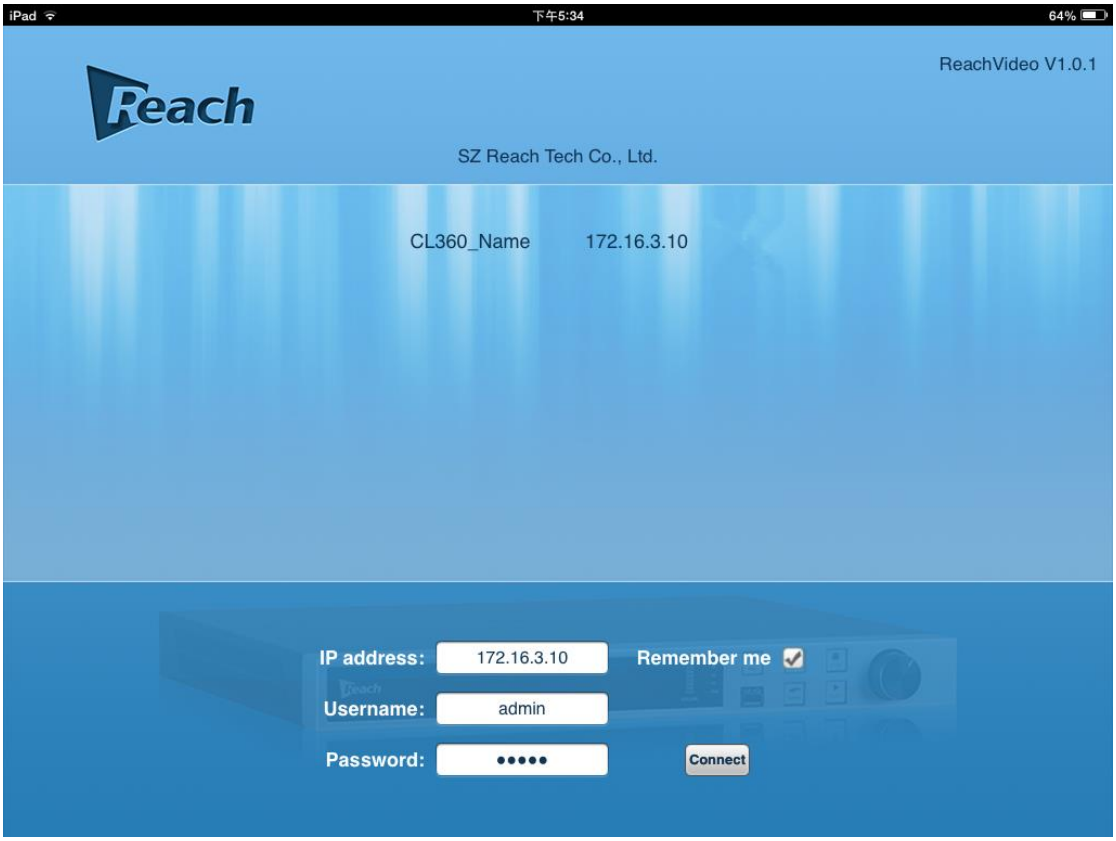

Figure 6-11

The login page of the iPad control terminal can remember a maximum of 10 Bee 8 IP addresses. When the number of IP addresses to be remembered is greater than 10, the excessive one overwrites the oldest one. The latest IP address is displayed on the top of the login page.

You can delete the IP address on the login page as needed. The detailed process is as follows:

1. Log in to the iPad control terminal.
2. Select an IP address and slide your finger from the right to the left. A deletion button will be displayed as shown in Figure 6-12.

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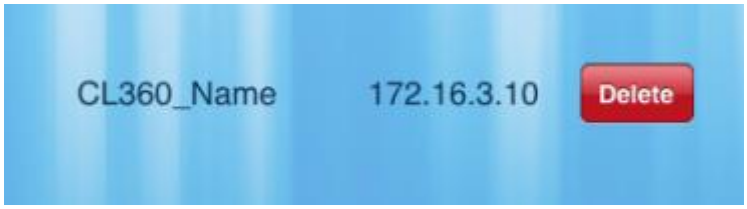

Figure 6-12

3. Click **Delete** to delete the selected IP address.

7. Media Center (Lite) Operation Guide

7. 1 System Login

Configure network parameters of a control computer in compliance with the network administrator's requirements to ensure that the control computer can access the media center (lite) through the network.

Open the IE browser and enter the IP address of the media center (lite) in the address bar. Then, press **Enter** to open the login page of the media center (lite) shown in Figure 7-1.

Figure 7-1

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Enter the username and password of a guest user and then click **Login** to enter the front-end page of the media center (lite) as shown in Figure 7-2.

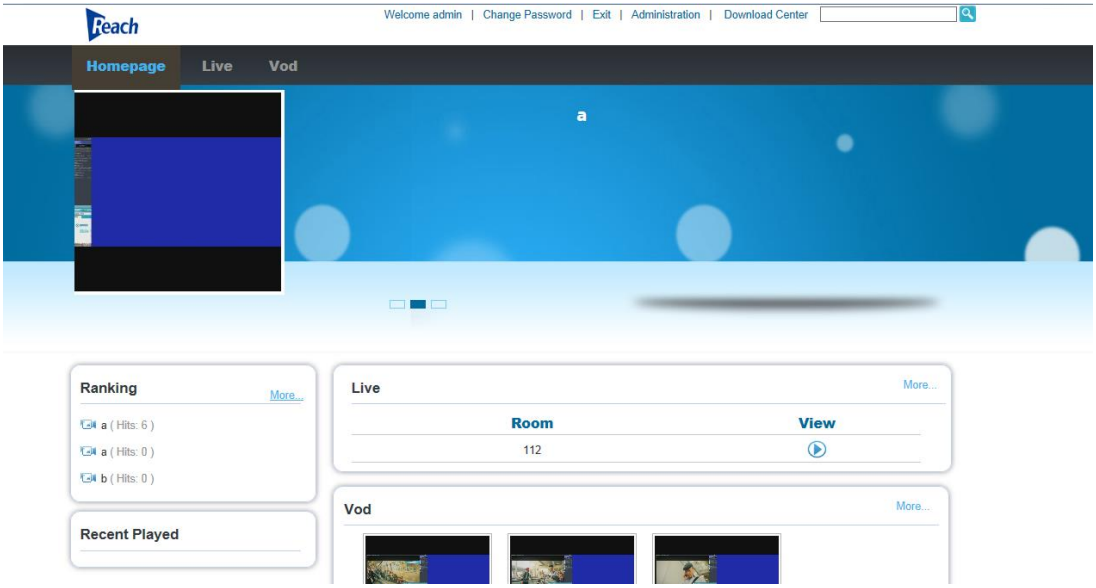

Figure 7-2

After logging in to the front-end page, the guest user can play public videos and VOD videos the guest user is authorized to play.

In the **Live** tab, a guest user can view all the live streamed meeting files and play a specific one by clicking the corresponding icon.

In the **VOD** tab, the authorized guest user can play the VOD meeting files as needed.

7. 2 Software Plug-in

To ensure that videos can be played, and video compression package can be downloaded and decompressed, you need to first install two plug-ins **Silverlight** and **7-Zip**.

1. Log in to the front-end page of the media center (lite) and click **Download Center** in the upper right corner.
2. Enter the **Download Center** page shown in Figure 7-3.

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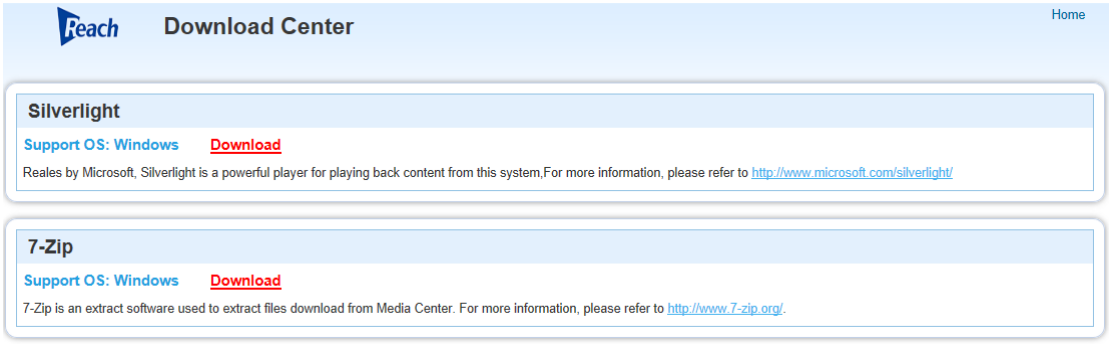
Download Center
Home
Silverlight
Support OS: Windows
Download
Reales by Microsoft, Silverlight is a powerful player for playing back content from this system,For more information, please refer to http://www.microsoft.com/silverlight/
7-Zip
Support OS: Windows
Download
7-Zip is an extract software used to extract files download from Media Center. For more information, please refer to http://www.7-zip.org/.

Figure 7-3

7.2.1 Installing a Video Player Plug-in

Click **Download** in the **Silverlight** box to download the installation package to a local directory. After that, click **Install** to install **Silverlight** as prompted.

7.2.2 Installing a File Decompression Plug-in

Click **Download** in the **7-Zip** box to download the installation package to a local directory. After that, click **Install** to install **7-Zip** as prompted.

8. Front-End Page Operation

8.1 Checking a Video File

In the front-end page of the media center (lite), an unregistered user can play public video files and search a video file by entering the keyword (such as the file name) in the search bar and pressing in the upper right corner.

8.2 Downloading a Video File

You can click a video file name to open the details page of the video file, as shown in Figure 8-1. In this page, you can view detailed information about the video file and download it as needed.

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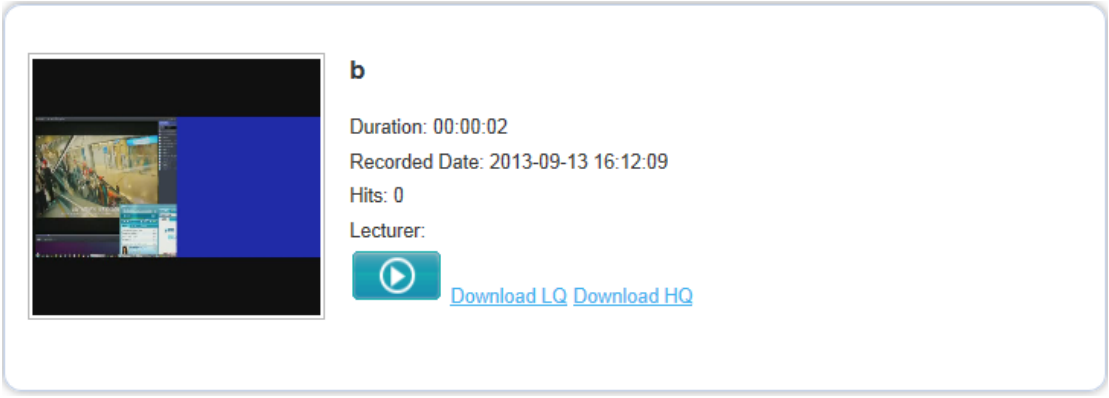

Figure 8-1

9. Back-End Page Operation

The media center (lite) has a front-end page and a back-end page. Different users will enter different pages after logging in to the media center (lite). The guest user will enter the front-end page after the login, whereas the system administrator will enter the back-end page of the media center. The user with the back-end permission can directly enter the back-end page by clicking the **Back-end management** link in the front-end page. Note that the **Back-end management** link is visible and available only for users having the administrative rights.

9.1 Accessing the Back-End Page

Open the IE browser and enter the IP address of the media center (lite) in the address bar. Then, press **Enter** to open the login page of the media center (lite).

1. Select a language for the media center (lite) in the language bar. Available languages include simplified Chinese, traditional Chinese and English. The default language is simplified Chinese.
2. Enter the system administrator account in **Username** (the default value is **admin**).
3. Set the password in **Password** (the default value is **admin**).
4. Click **Sign in** to access the back-end page of the media center (lite).

The back-end page has four tabs, providing different management functions, namely, system management, room management, user management, and file management, as shown in Figure 9-1.

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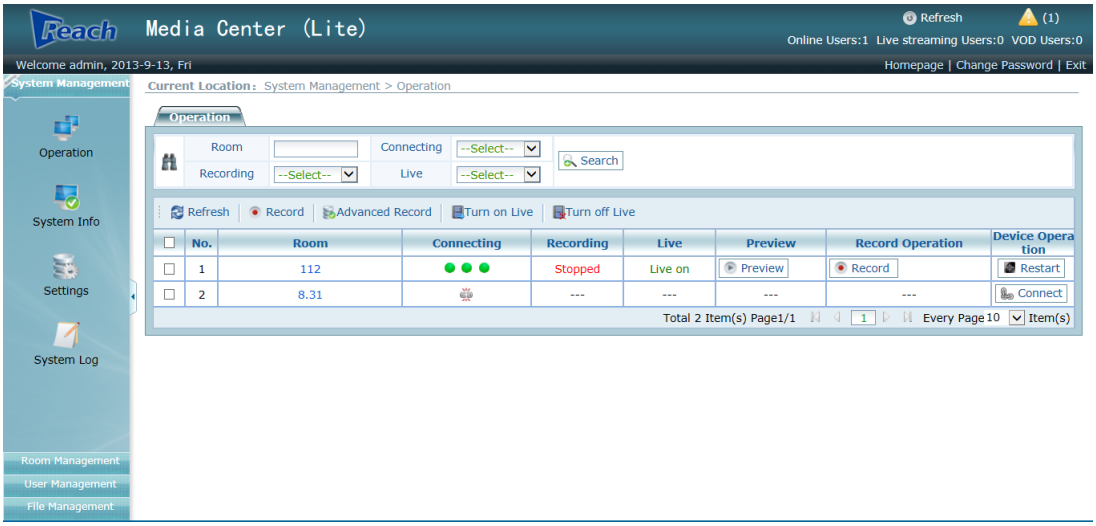

Figure 9-1

The upper right corner of the back-end page displays the number of alarm messages, online users, live streaming users, and VOD users, as shown in Figure 9-2. The above information updates automatically in real time.

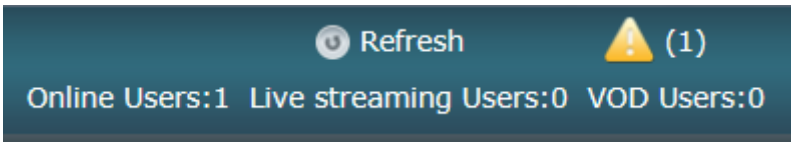

Figure 9-2

9.2 System Information Management

After accessing the back-end page of the media center (lite), you will enter the **Operation** page in **System Management** by default.

9.2.1 Operation

Search

In the scenario where there are too many meeting rooms in the charge of the media center (lite) and each meeting room is configured with a Bee 8, you can quickly find a meeting room using a keyword, such as **Room** (name of the meeting room), **Connecting** (connection status of the meeting room), **Recording** (recording status of the meeting room), and **Live** (live streaming status of the meeting room).

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Recording

If the recording status is **Recording**, click **Pause** or **Stop** in **Record Operation** to control the video recording, as shown in Figure 9-3.

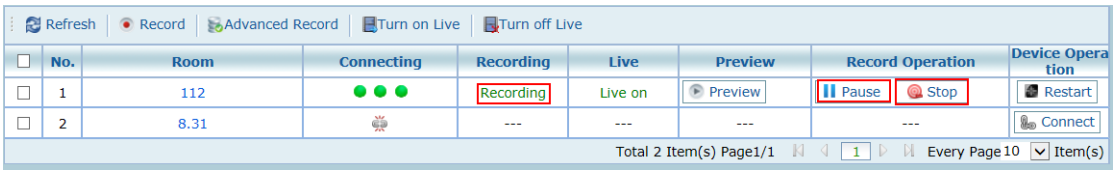

Figure 9-3

If the recording status is **stopped**, click **Record** in **Record Operation** to start video recording, as shown in Figure 9-4.

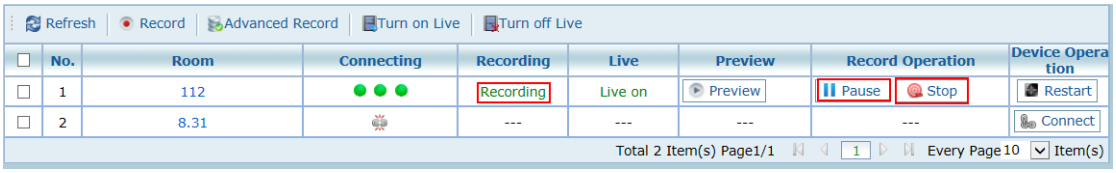

Figure 9-4

Quick recording

Tick off multiple meeting rooms with the recording status of **Stopped**, and click **Record** in the tool bar to quickly start the video recording of these rooms, as shown in Figure 9-5.

Figure 9-5

Advanced recording

Items marked with an asterisk (*) are required; items without an asterisk (*) are optional.

1. Tick off a meeting room.
2. Click **Advanced Record** in the tool bar to open the advanced recording page, as shown in Figure 9-6.

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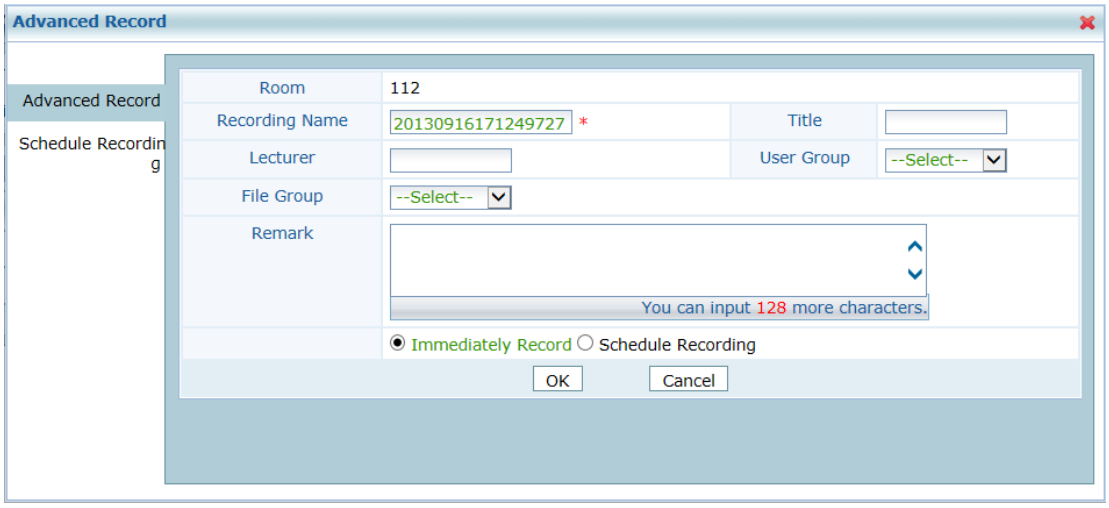

Figure 9-6

3. Enter a recording file name in **Recording Name**.
4. Self-define a title in **Title**.
5. Enter the name of a lecturer in **Lecturer**.
6. Select a user group to which the recording task belongs in **User Group**.
7. Select a file group to which the recording task belongs in **File Group**.
8. Add a description about the advanced recording in **Remark**.
9. Choose **Immediately Record**.
10. Click **OK** to complete the setting and start the video recording.

If **Schedule Recording** is selected, items **Cycle** and **Time** will be displayed in the page, as shown in Figure 9-7.

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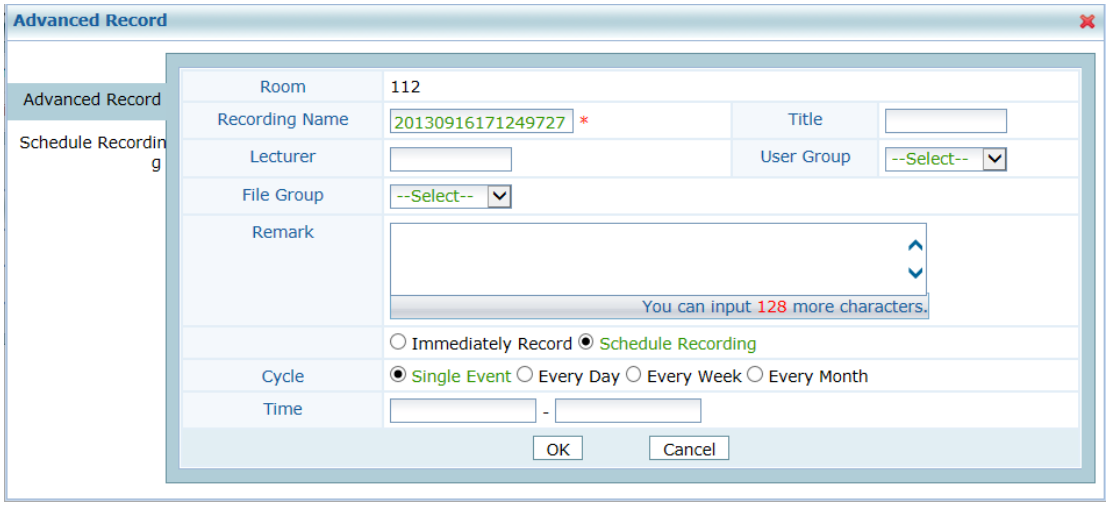

Figure 9-7

1. Choose a cycle type.
2. Set the time duration during which videos are recorded.
3. Click **OK** to complete the setting.

Scheduled recording

You can configure multiple scheduled video recording tasks for a meeting room in the **Schedule recording** page. In this page, the guest user can view all the scheduled video recording tasks of the meeting room, while the system administrator can check and manage these tasks. You can add, modify, and delete a video recording task as needed. The detailed operation is as follows:

1. Click **Schedule Recording** in the **Advanced Record** page to open the scheduled recording page shown in Figure 9-8.

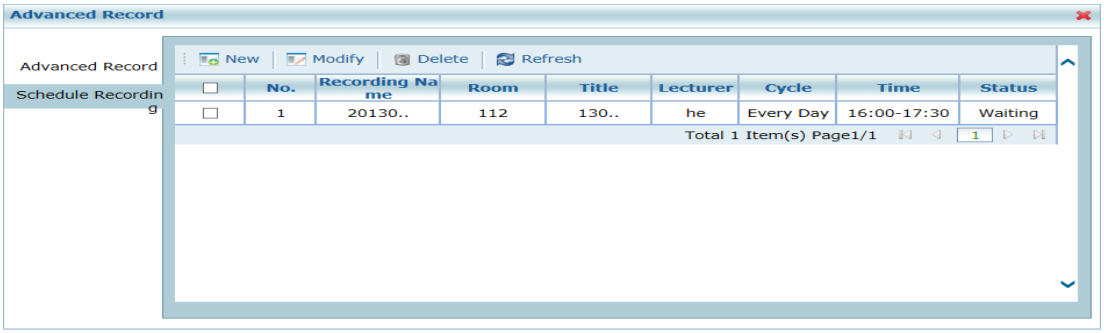

Figure 9-8

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2. Click **New** to switch to the **Advanced Recording** page to create a new recording task.
3. Select a video recording task, and click **Modify** in the tool bar to modify the task.
4. Select a video recording task, and click **Delete** in the tool bar. Then, click **Confirm** in the prompt page to complete the operation.

9.2.2 System Information

Click **System Info** in **System Management** to open the system information page shown in Figure 9-9.

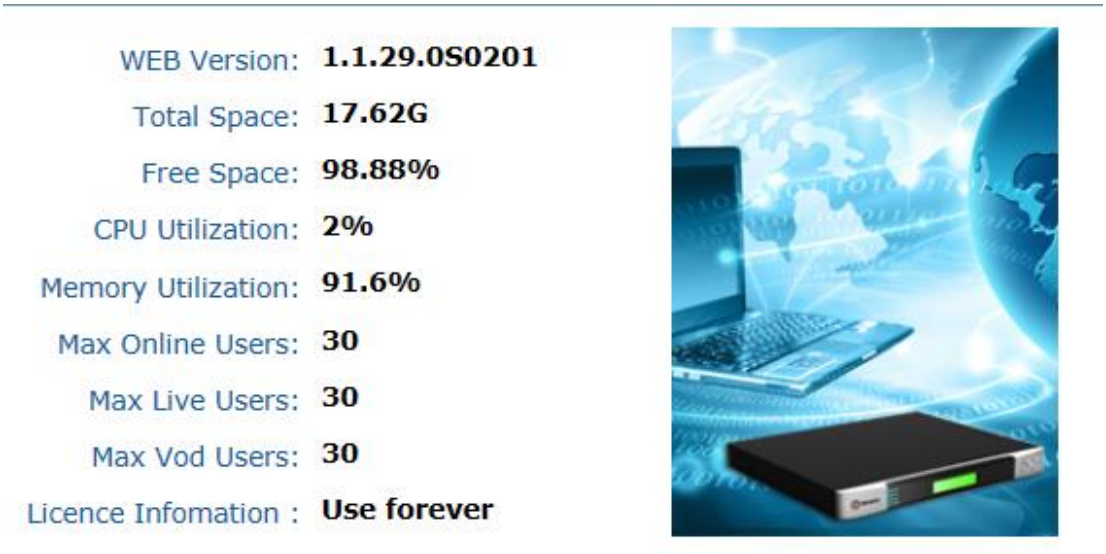

Figure 9-9

The system information page displays the device information including the device version, space usage, and the maximum number of online users, live users, and VOD users.

9.2.3 Settings

Click **Settings** in **System Management** to open the system setting page shown in Figure 9-10. Management items that can be configured in the **Settings** page include **Restart & Synchronize**, **System Setting**, **System Upgrade**, **IP Configuration**, **LDAP Service Configuration**, **Database Backup/Recovery**, and **Select Language/Log Level Setting**.

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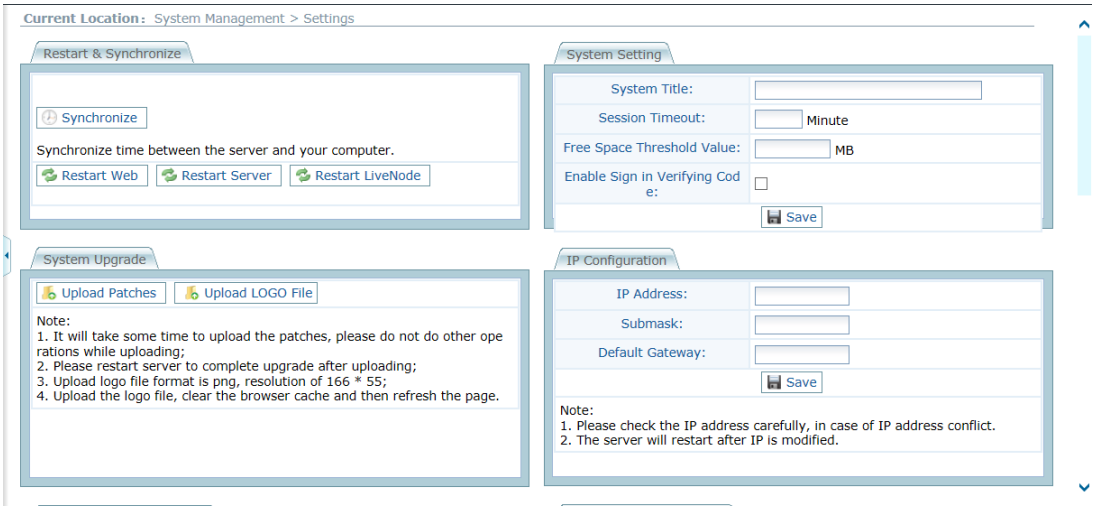
Current Location: System Management > Settings
Restart & Synchronize
Synchronize
Synchronize time between the server and your computer.
Restart Web
Restart Server
Restart LiveNode
System Setting
System Title:
Session Timeout:
Minute
Free Space Threshold Value:
MB
Enable Sign in Verifying Code:
Save
System Upgrade
Upload Patches
Upload LOGO File
Note:
1. It will take some time to upload the patches, please do not do other operations while uploading;
2. Please restart server to complete upgrade after uploading;
3. Upload logo file format is png, resolution of 166 * 55;
4. Upload the logo file, clear the browser cache and then refresh the page.
IP Configuration
IP Address:
Submask:
Default Gateway:
Save
Note:
1. Please check the IP address carefully, in case of IP address conflict.
2. The server will restart after IP is modified.

Figure 9-10

Restart & **Synchronize**

Figure 9-11 shows the **Restart** & **Synchronize** page.

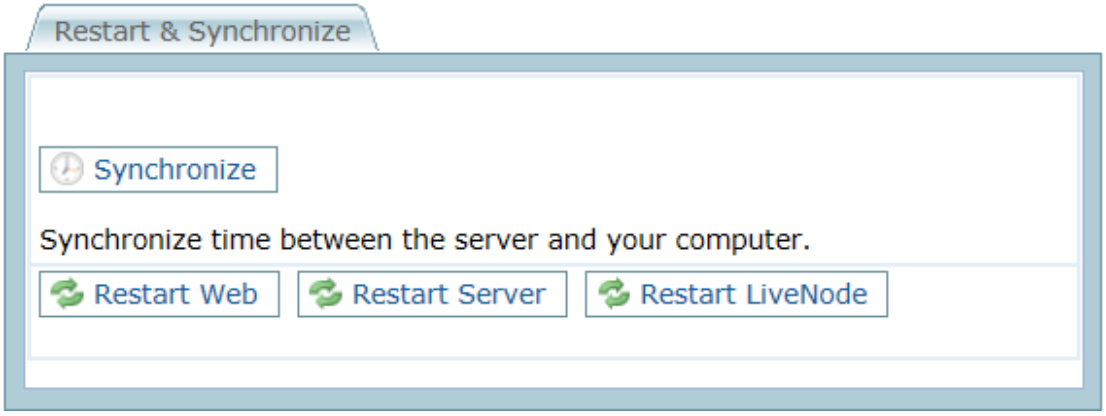

Figure 9-11

1. Click **Synchronize** to synchronize the time between the media center (lite) and you computer.
2. When the page is slow to open, click **Restart Web** to restart application services without restarting the media center (lite).
3. Click **Restart Server** to restart the media center (lite).
4. Click **Restart LiveNode** to restart the live node.

System Setting

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Figure 9-12 shows the **System Setting** page.

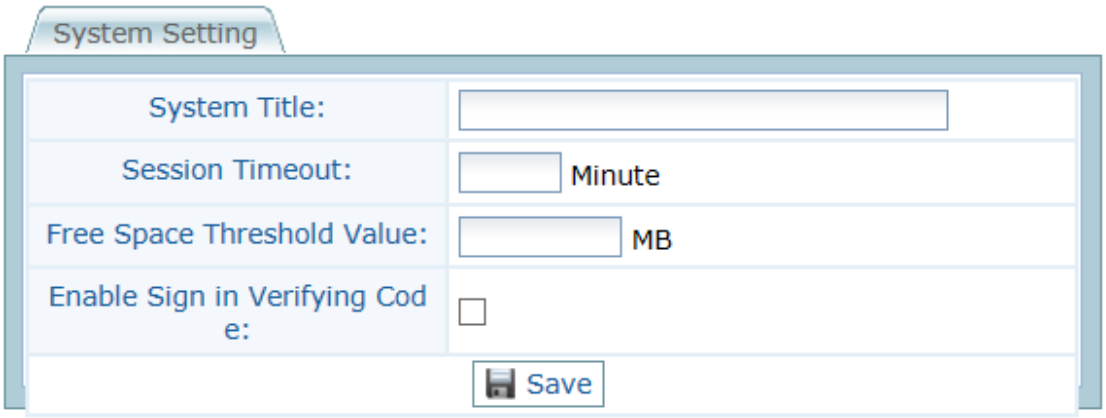

Figure 9-12

1. Enter the title displayed when the media center (lite) is opened in **System Title**
2. Enter a value in **Session Timeout**. When the number of users accessing the front-end page of the media center (lite) is greater than the value, excessive users are forced to log out.
3. Set a value for **Free Space Threshold Value**. When the remaining space is smaller than the set value, the media center (lite) generates an alarm.
4. To enable a user to submit a verification code during the login process, tick off **Enable Sign in Verifying Code.**
5. Click **Save** to complete the configuration.

System Upgrade

Figure 9-13 shows the **System Upgrade** page.

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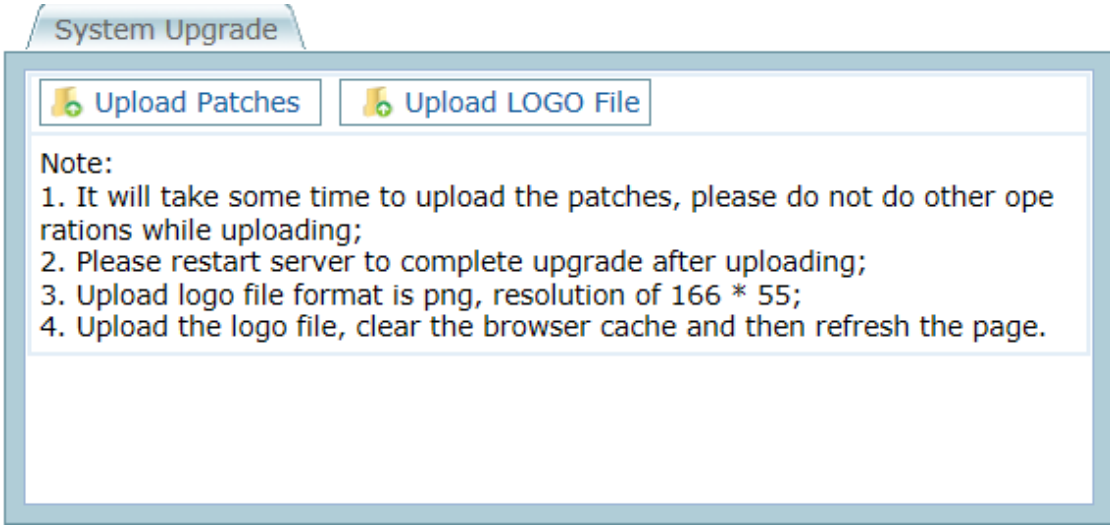
System Upgrade
Upload Patches
Upload LOGO File
Note:
1. It will take some time to upload the patches, please do not do other ope
rations while uploading;
2. Please restart server to complete upgrade after uploading;
3. Upload logo file format is png, resolution of 166 * 55;
4. Upload the logo file, clear the browser cache and then refresh the page.

Figure 9-13

1. To upload an upgrade file, click **Upload Patches** to display a prompt page. Then, click **Browser** to select an upgrade file and click **Upload** to upload the upgrade file. Upgrade the media center (lite) as prompted and restart the media center to complete the upgrade operation.
2. To change a logo image, convert the image format to **.png**, with the resolution of 166 x 55. Click **Upload LOGO File** to display a prompt page. Then, click **Browser** to select a logo image and click **Upload** to upload the image. Replace the existing logo image as prompted and restart the system to complete the operation.

IP Configuration

Figure 9-14 shows the **IP Configuration** page.

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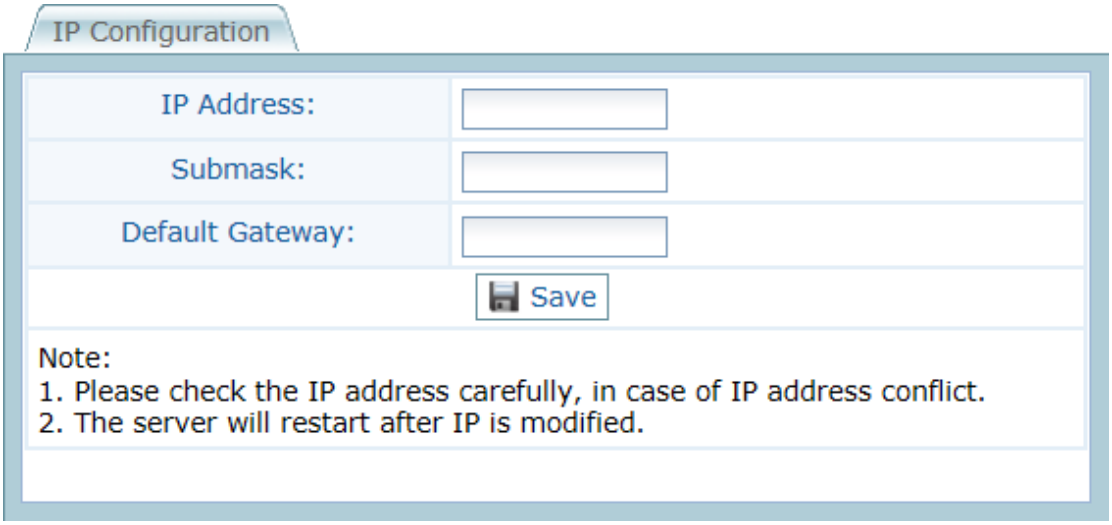

Figure 9-14

In this page, you can set the IP address, submask, and gateway of the media center (lite). Note: Make sure that the set IP address is not conflict with the existing IP address within the network.

1. Enter the corresponding value in **IP Address**, **Submask**, and **Default Gateway**.
2. Click **Save**.
3. Restart the media center (lite) to validate the set IP parameters.

LDAP Service Configuration

Figure 9-15 shows the **LDAP Service Configuration** page. You can determine whether to enable an LDAP server in this page. If so, fill in the information about the LDAP server and click **Save**. To obtain detailed information about the LDAP server, contact the network administrator.

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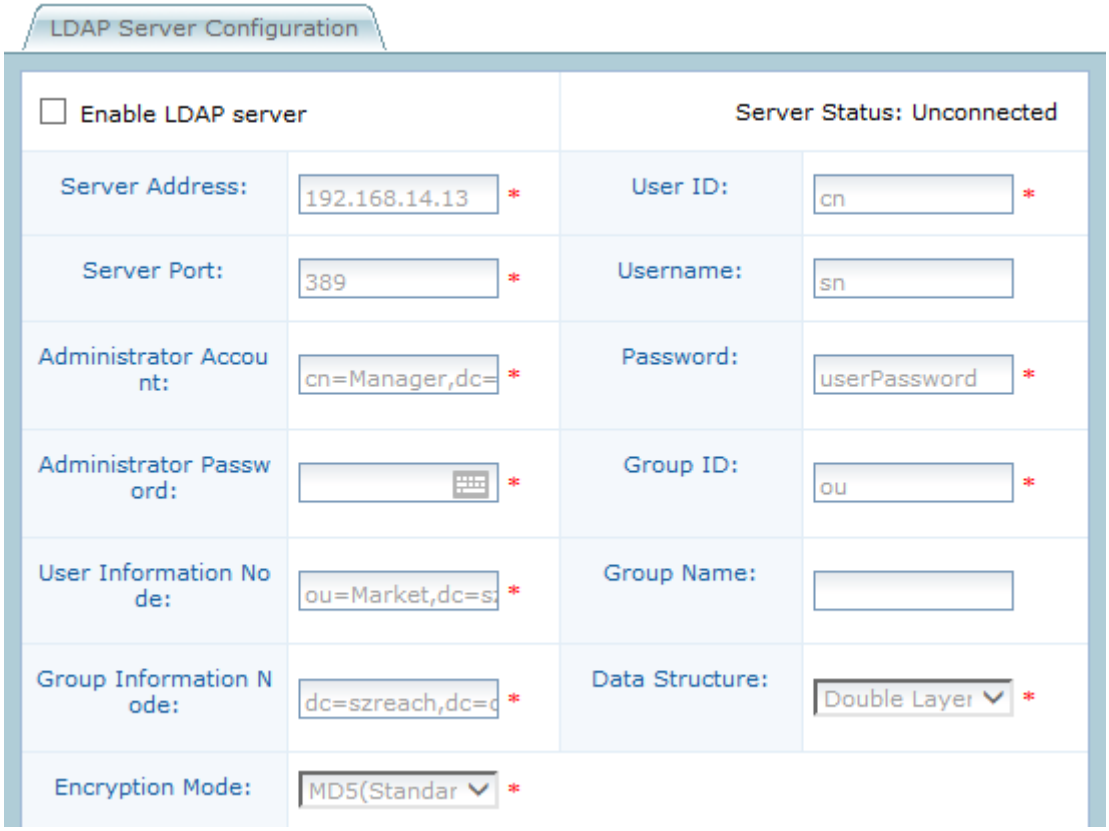

Figure 9-15

Database Backup/Recovery

Figure 9-16 shows the **Database Backup/Recovery** page. In this page, you can click **Manual Backup** to back up a database file.

To recover the system using a backed up database file, click **Upload Database File** and select the corresponding database file.

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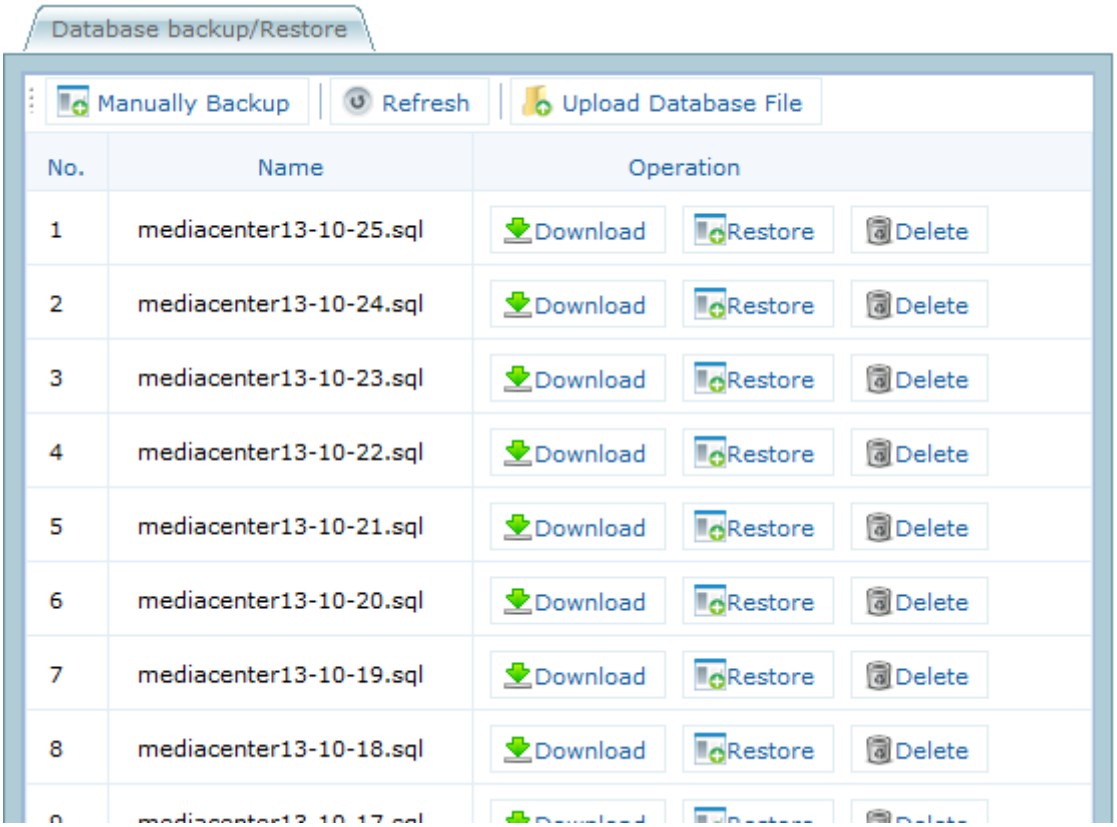

Figure 9-16

Select Language/Log Level Setting

Figure 9-17 shows the **Select Language/Log Level Setting** page.

The language setting takes effect only for the current login user. When the user logs in to the media center again, the language of the media center remains identical with the Windows operating system language (the browser language).

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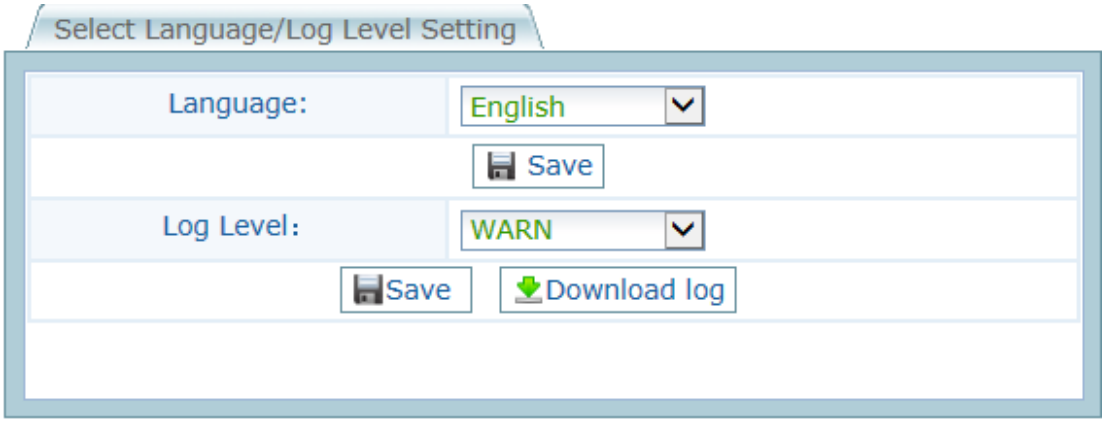

Figure 9-17

1. Select a language (simplified Chinese, traditional Chinese or English) in **Language**.
2. Click Save under the **Language** bar to save the language setting.
3. Select a log level (**WARN**, **INFO**, or **DEBUG**) in the **Log Level** bar.
4. Click Save under the **Log Level** bar to save the log level setting.
5. Click Download log to download system logs to the local directory.

9.2.4 System log

Click **System Log** in **System Management** to open the system log page shown in Figure 9-18.

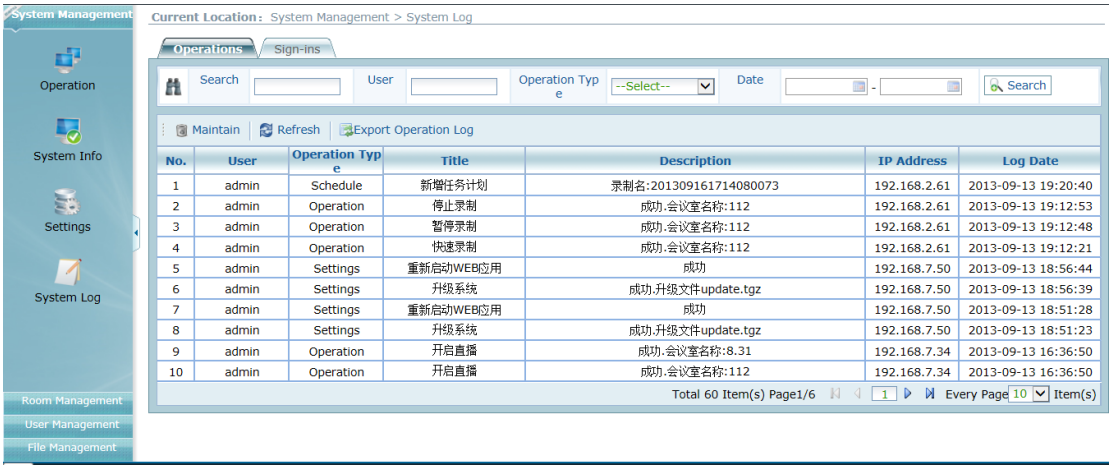
System Management
Operation
System Info
Settings
System Log
Room Management
User Management
File Management
Current Location: System Management > System Log
Operations
Sign-ins
Search
User
Operation Type
--Select--
Date
Search
Maintain
Refresh
Export Operation Log
No. User Operation Type Title Description IP Address Log Date
1 admin Schedule 新增任务计划 录制名:201309161714080073 192.168.2.61 2013-09-13 19:20:40
2 admin Operation 停止录制 成功.会议室名称:112 192.168.2.61 2013-09-13 19:12:53
3 admin Operation 暂停录制 成功.会议室名称:112 192.168.2.61 2013-09-13 19:12:48
4 admin Operation 快速录制 成功.会议室名称:112 192.168.2.61 2013-09-13 19:12:21
5 admin Settings 重新启动WEB应用 成功 192.168.7.50 2013-09-13 18:56:44
6 admin Settings 升级系统 成功.升级文件update.tgz 192.168.7.50 2013-09-13 18:56:39
7 admin Settings 重新启动WEB应用 成功 192.168.7.50 2013-09-13 18:51:28
8 admin Settings 升级系统 成功.升级文件update.tgz 192.168.7.50 2013-09-13 18:51:23
9 admin Operation 开启直播 成功.会议室名称:8.31 192.168.7.34 2013-09-13 16:36:50
10 admin Operation 开启直播 成功.会议室名称:112 192.168.7.34 2013-09-13 16:36:50
Total 60 Item(s) Page1/6
Every Page 10 Item(s)

Figure 9-18

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System logs can be divided into operation logs and sign-in logs, which can be searched and checked in the **Operations** and **Sign-ins** tags respectively.

1. Click **Maintain** in the tool bar to delete a log.
2. Click **Export Operation Log** in the **Operations** tab or **Export Sign-in Log** in the **Sign-ins** tab to export log files in the form of Excel spreadsheet.

9.3 Room Management

Room Management consists of **Room Management** and **Schedule**. Click **Room Management** in the left column of **Room Management** to display the page shown in Figure 9-19.

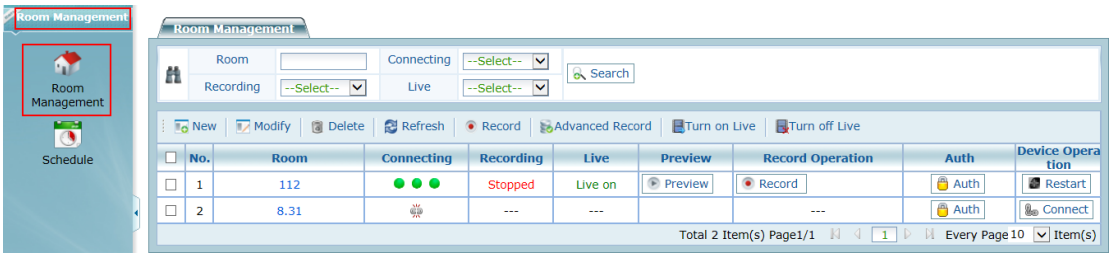

Figure 9-19

9.3.1 Room Management

Adding a room

Click **New** in the tool bar of the **Room Management** page to open the **Add room** page shown in Figure 9-20.

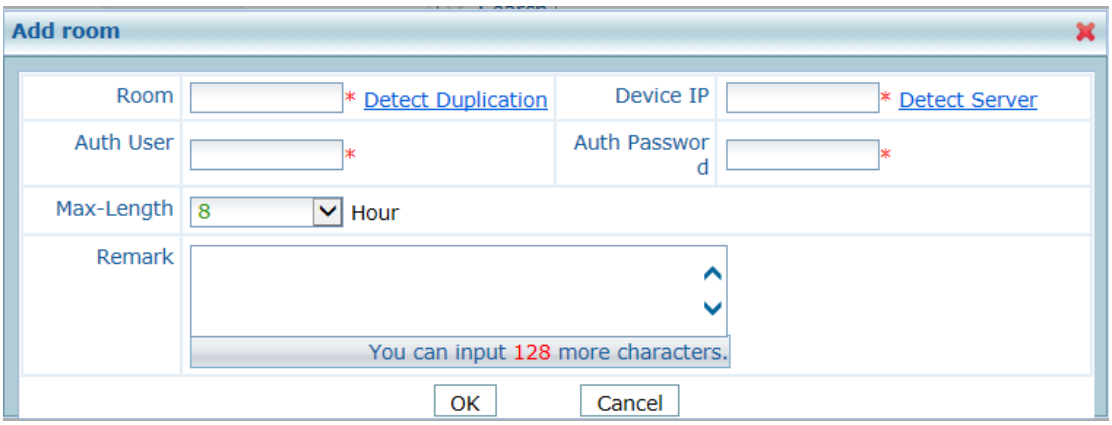

Figure 9-20

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1. **Room**: specifies the name of a meeting room. The value is user-defined and cannot be an existing one.
2. **Device IP**: specifies the IP address of the Bee 8 configured for the meeting room.
3. **Auth User**: specifies the name of an authorized user, which is identical with that of the Bee 8 server user. The default value is **admin**.
4. **Auth Password**: specifies an authorized password, which is identical with that of the Bee 8 server. The default value is **admin**.
5. **Max-Length**: specifies the maximum recording duration, in hours. The value can be 1, 2, 4, 6, or 8.
6. **Remark**: specifies the description of a meeting room. This parameter can be filled up only when necessary.
7. **OK**: completes the addition operation.

Modifying a room

Tick off a meeting room in the **Room Management** page and click **Modify** in the tool bar to open the Modify room page as shown in 9-21.

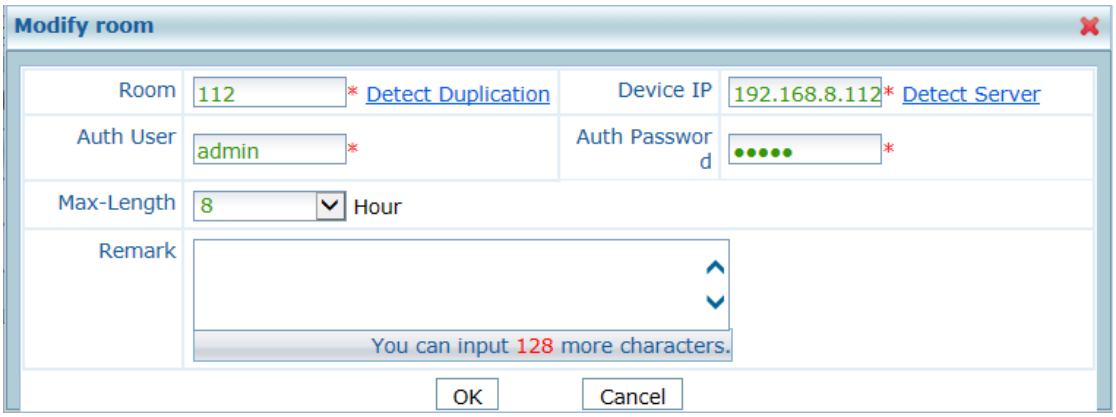

Figure 9-21

You can modify the value of **Room**, **Device IP** (Bee 8 IP address), **Auth User**, **Auth Password**, **Max-Length**, and **Remark** as needed.

Setting the authorization

Click

in a certain room bar to open the **Authorization setting** page as shown in Figure 9-22.

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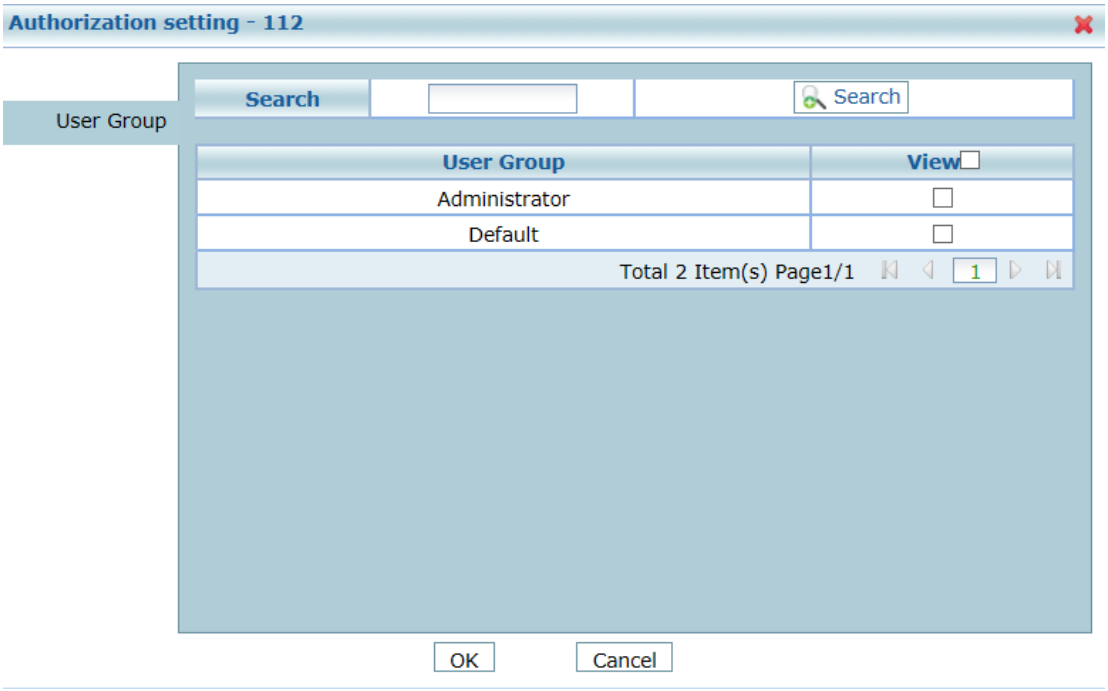

Figure 9-22

The room management authorization is configured based on the user group, not the individual user. The authorization for a user group takes effect for all users in the user group.

1. Tick off **View** corresponding to a user group. If all user groups are selected, tick of View.
2. Click **OK** to configure the authorization of viewing information about the meeting room to the selected user group.

Note: A user is authorized to manage the meeting room only after the user is configured with the **Classroom Management** authorization in **Module Auth** of **User**.

Setting advanced recording

The configuration process is identical with that in 9.2.1 Operation.

9.3.2 Schedule

You can view information about all recording tasks in the **Schedule** tab. For example, if a scheduled recording task is added through **Advanced record** in the **Room Management**

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page, information about the scheduled recording task is displayed in the **Schedule** tab for query and management.

Click **Schedule** in **Room Management** to open the **Schedule** page as shown in Figure 9-23. In addition to checking all scheduled recording tasks, you can add, modify, and delete a scheduled recording task as needed.

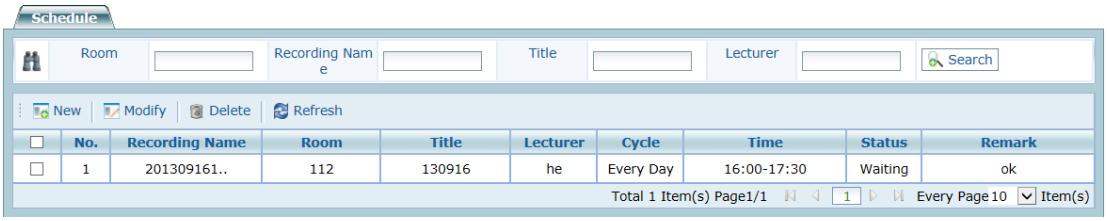

Figure 9-23

Adding a scheduled recording task

In the **Add new schedule** page, items marked with an asterisk (*) are required; items without an asterisk (*) are optional.

1. Click **New** in the tool bar of the **Schedule** page to open the **Add new schedule** page as shown in Figure 9-24.

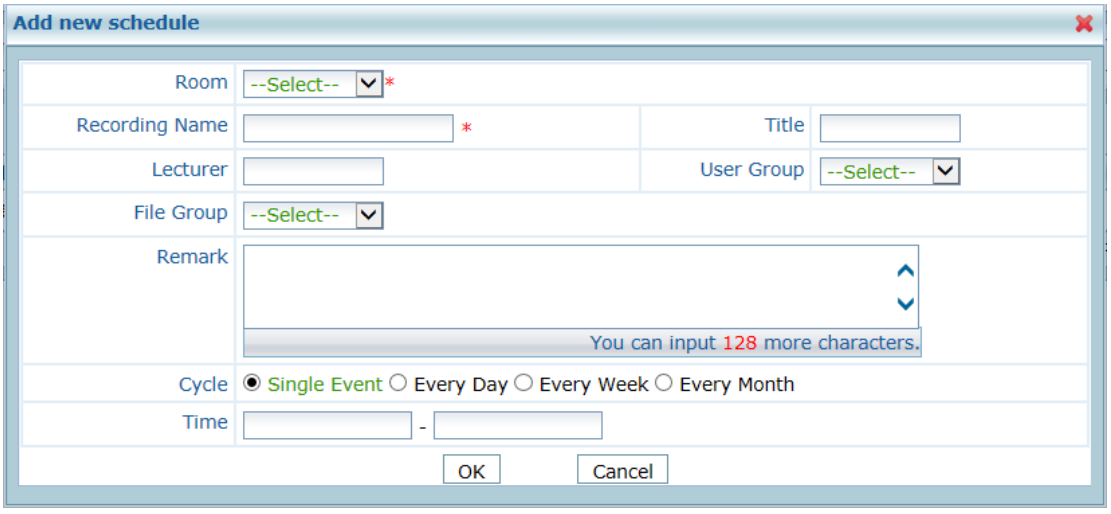

Figure 9-24

2. Select a meeting room (which is represented by the Bee 8 ID) in **Room**.
3. Enter a recording file name in **Recording Name**.
4. Self-define a title in **Title**.

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5. Enter the name of a lecturer in **Lecturer**.
6. Select a user group to which the recording task belongs in **User Group**.
7. Select a file group to which the recording task belongs in **File Group**.
8. Add a description about the new recording task in **Remark**.
9. Choose the schedule type in **Cycle**.
10. Set the time duration during which videos are recorded in **Time**.
11. Click **OK** and a dialog box is prompted.
12. Wait for three seconds or click OK to complete the operation.

Modifying a scheduled recording task

Select a recording task in the **Schedule** page and click **Modify** in the tool bar to open the **Modify schedule** page as shown in Figure 9-25.

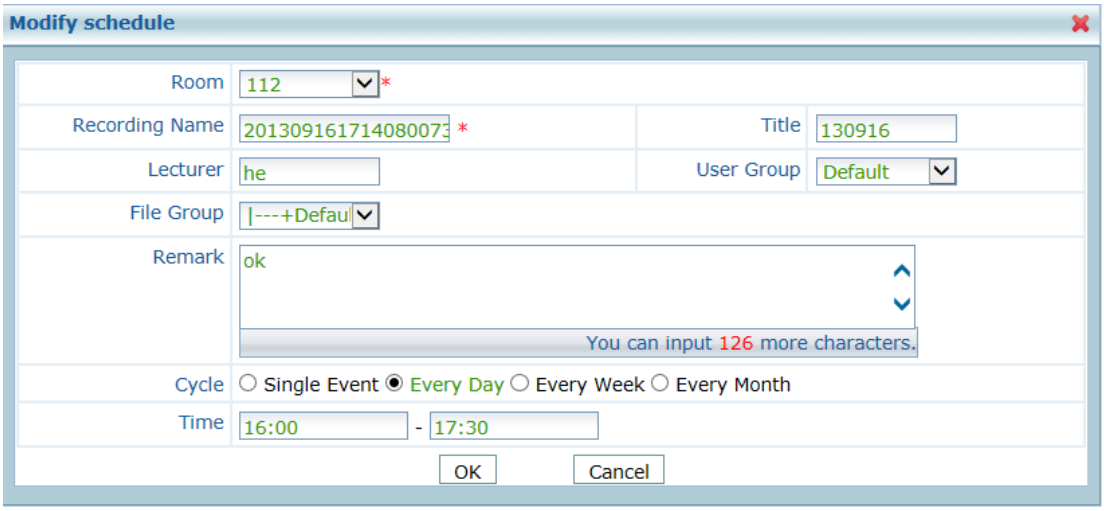

Figure 9--25

You can modify the value of **Room**, **Recording Name**, **Title**, **Lecturer**, **User Group**, **File Group**, **Remark**, **Cycle**, and **Time** as needed. Click **OK** to complete the setting.

Deleting a scheduled recording task

Select one or multiple recording tasks and click **Delete** in the tool bar of the **Schedule** page. Then, click **OK** in the prompt page to complete the operation.

9.4 User & Authorization Management

User & Authorization Management consists of **User**, **User Group**, and **LDAP**.

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9.4.1 User Management

Click **User** in the **User & Authorization Management** menu to set the user authorization in the page displayed.

In the **User** page, you can add, modify, and delete a user. In addition, you can set the authorization of the user.

Click **New** in the tool bar of the **User** page to open the **New user** page as shown in Figure 9-26. In this page, you can set basic information and authorizations of a user. Authorizations of a user include the operation authorization (**Operate Auth**), module authorization (**Module Auth**), and system authorization (**System Auth**).

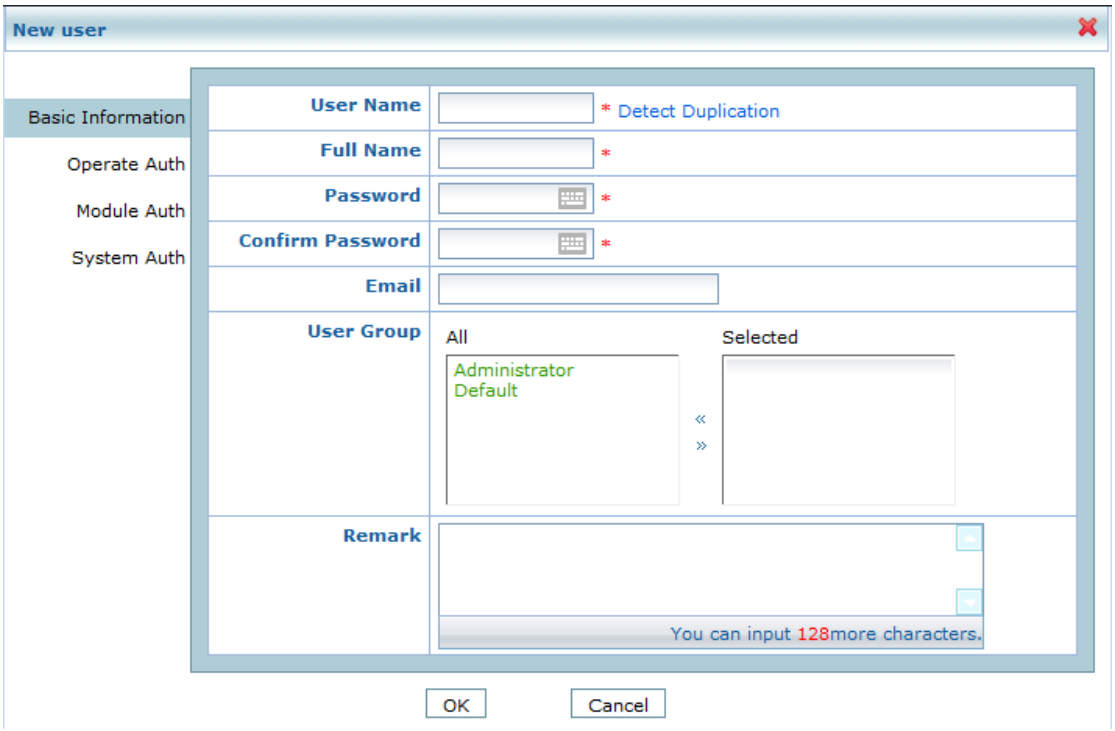

Figure 9-26

Operate Auth: enables users to perform operations over unit modules in the back-end page of the media center (lite).

Module Auth: enables users to access and perform operations over management modules in the back-end page of the media center (lite).

System Auth: enables users to check and configure the system management module and sub-function modules in the back-end page of the media center (lite).

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Note: When granting a user the authorization to add, modify, or delete a module in the **Module Auth** page, tick off **View** to grant the user the authorization to view the corresponding module. The authorization to add, modify, or delete a module in the **Module Auth** page takes effect only after the **View** authorization is ticked off.

Note: The user group **Administrator** has the default initialization authorization (view, modify, delete or download default files), and the user group Default is only granted the authorization to view default files.

1. Enter the self-defined username, set and confirm the password, enter the e-mail, select the user group, and add a remark in the **Basic Information** page.
2. Click **Operate Auth** to enter the operation authorization page.
3. Tick off the corresponding authorization as needed.
4. Click **Module Auth** to enter the module authorization page.
5. Tick off the corresponding authorization as needed.
6. Click **System Auth** to open the system authorization page.
7. Tick off the corresponding authorization as needed.
8. Click **OK** and a dialog box is prompted.
9. Click **OK** or wait for three seconds to complete the operation.

9.4.2 User Group Management

Click **User Group** in the **User & Authorization Management** menu to open the **User Group** page as shown in Figure 9-27.

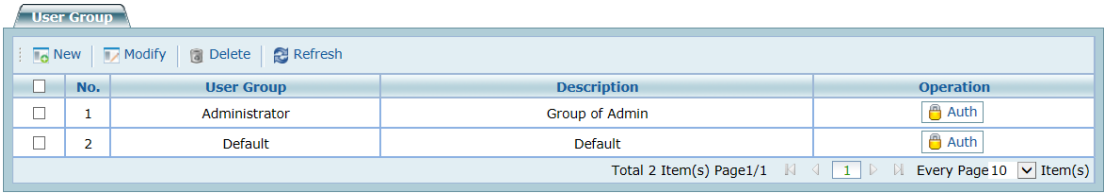

Figure 9-27

In this page, you can add, modify, and delete a user group. In addition, you can set the authorization of the user group.

Adding a user group

1. Click **New** in the tool bar of the **User Group** page to open the **New group** page as shown in Figure 9-28.

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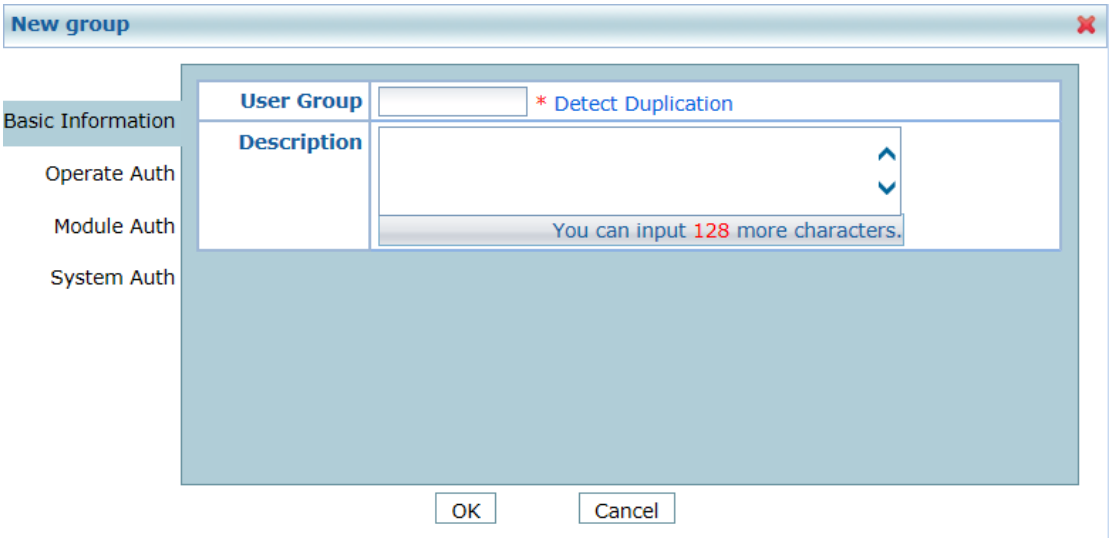

Figure 9-28

2. Open the **Basic Information** page, and enter a self-defined name of the user group in **User Group** and the description about the user group in **Description**.
3. Click **Operate Auth** to enter the operation authorization page as shown in Figure 9-29. In this page, you can perform operations over unit modules in the back-end page of the media center (lite).

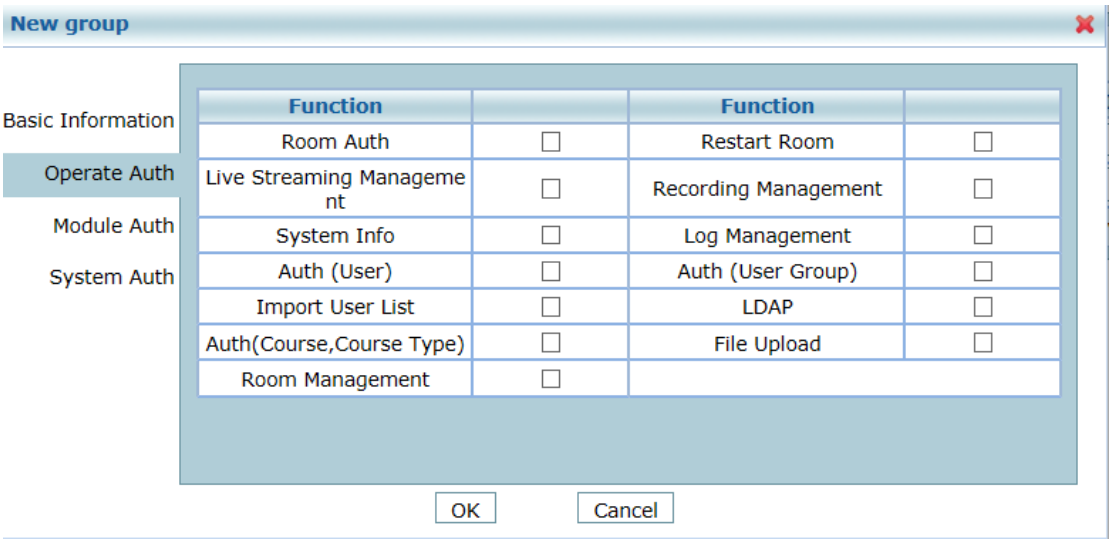

Figure 9-29

4. Tick off the corresponding authorization as needed.

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5. Click **Module Auth** to enter the module authorization page as shown in Figure 9-30. In this page, you can access and perform operations over management modules in the back-end page of the media center (lite).

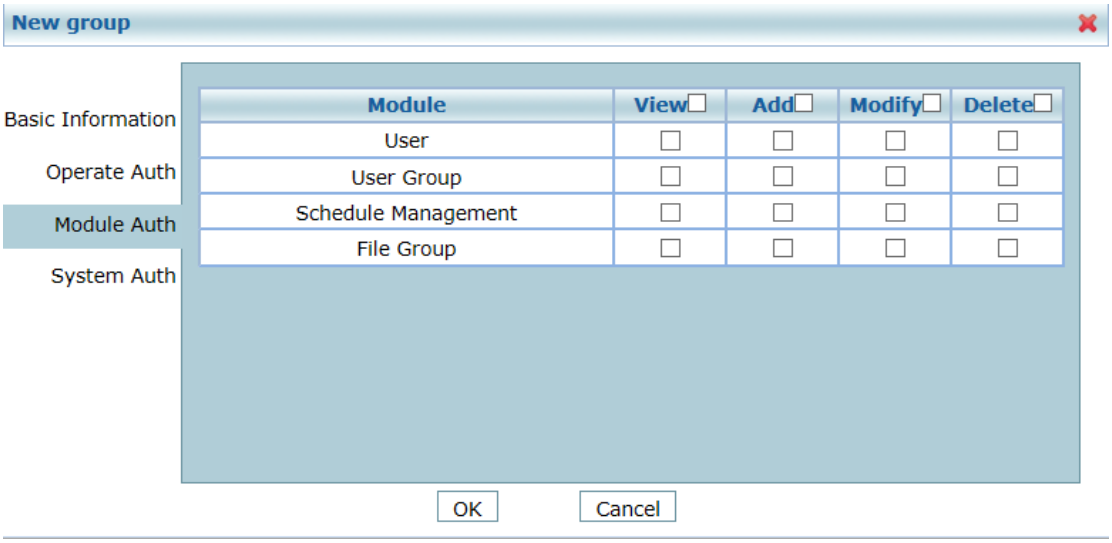

Figure 9-30

6. Tick off the corresponding authorization as needed.
7. Click **System Auth** to open the system authorization page as shown in Figure 9-31. In this page, you can check and configure the system management module and sub-function modules in the back-end page of the media center (lite).

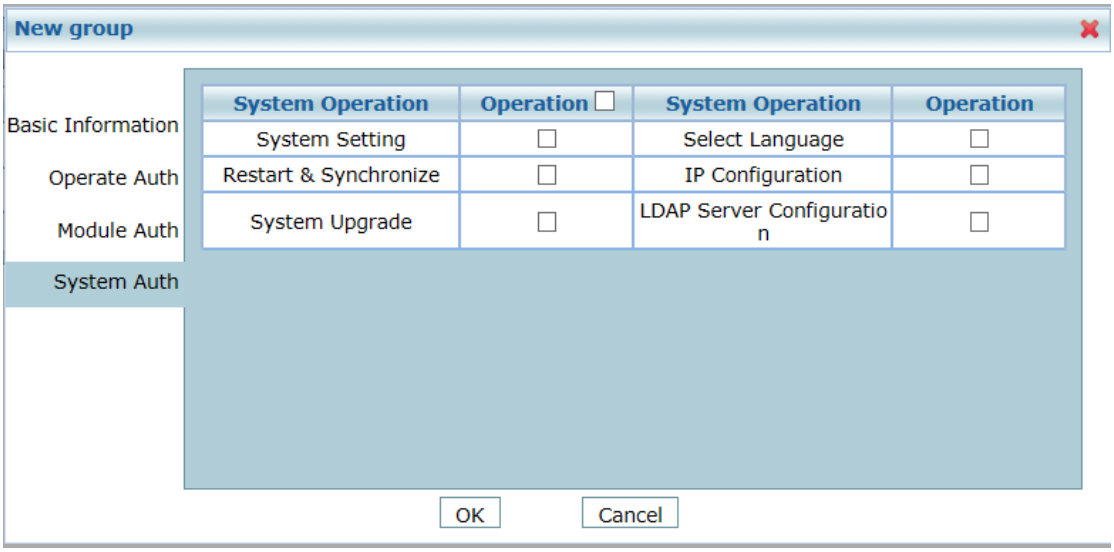

Figure 9-31

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8. Tick off the corresponding authorization as needed.
9. Click **OK** and a dialog box is prompted as shown in Figure 9-32.

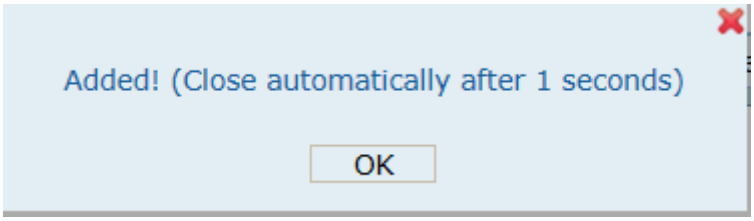

Figure 9-32

10. Click **OK** or wait for three seconds to complete the operation.

Modifying a user group

1. Select a user group.
2. Click **Modify** in the tool bar of the **User Group** page to open the **Modify group** page as shown in Figure 9-33.

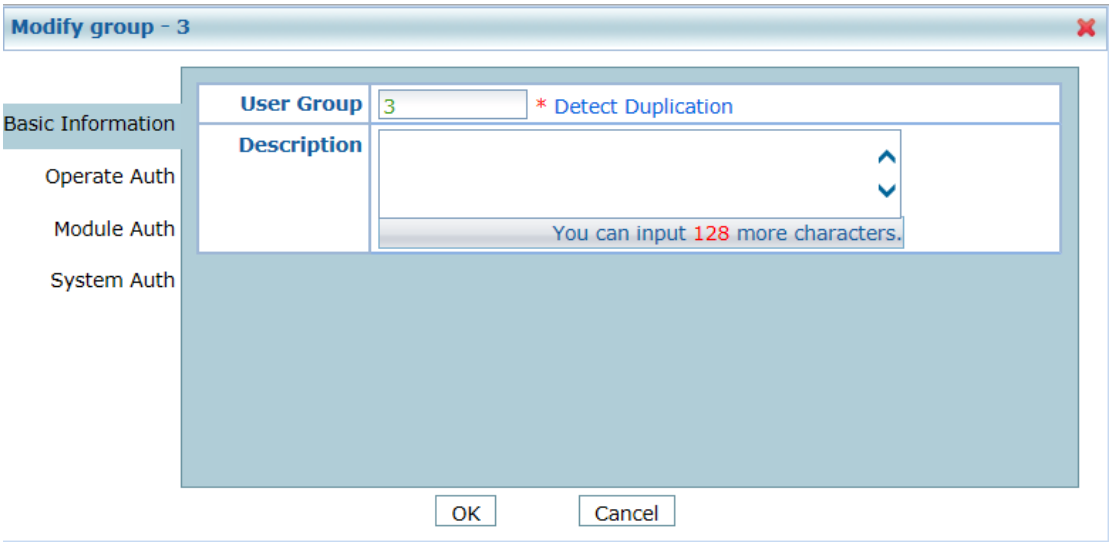

Figure 9-33

3. In this page, you can modify the basic information, operation authorization, module authorization, and system authorization of the selected user group as need.
4. Click **OK** to complete the operation.

Deleting a user group

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Note: You cannot delete the system configuration.

1. Select a user group.
2. Click **Delete** in the **User Group** page, and a dialog box is prompted, as shown in Figure 9-34.

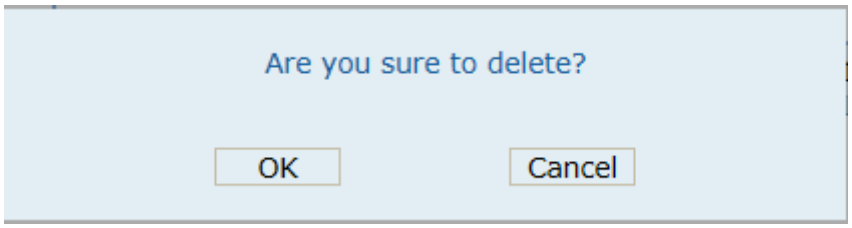

Figure 9-34

3. Click **OK** and a dialog box is prompted, as shown in Figure 9-35.

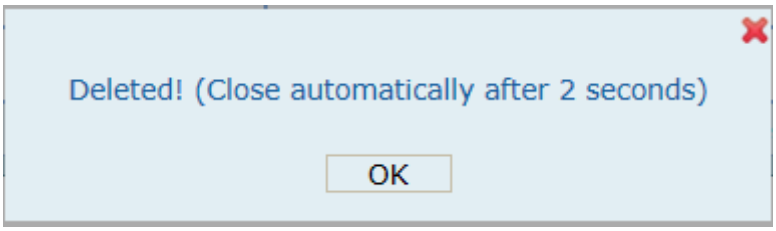

Figure 9-35

4. Click **OK** to complete the operation. Alternatively, you can take no actions and just wait the system to automatically close the prompt page in 3 seconds.

Setting the authorization

Click

in the **Operate** box of the **User Group** page to open the **Authorization setting** page as shown in Figure 9-36.

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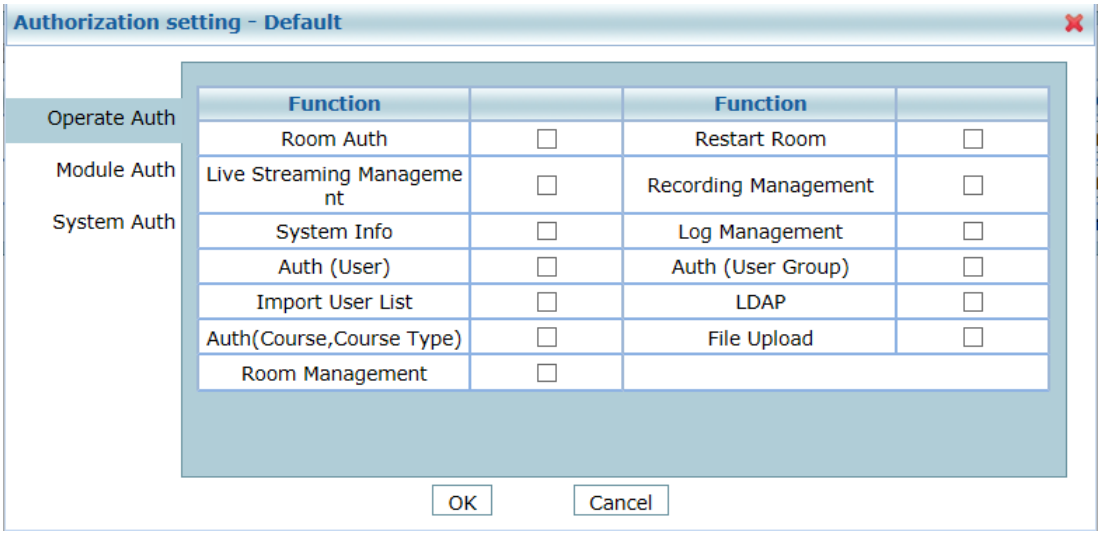

Figure 9-36

You can configure the operation authorization, module authorization, and system authorization to a user group.

Tick off the corresponding authorization in the **Operate Auth** page as needed.

5. Click **Module Auth** to enter the module authorization page as shown in Figure 9-37.

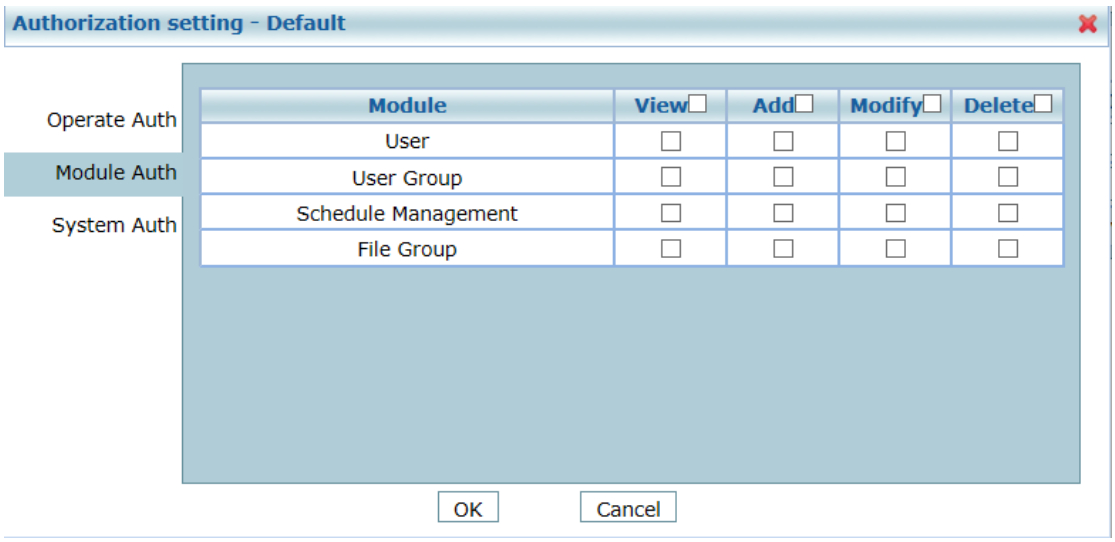

Figure 9-37

6. Tick off the corresponding authorization as needed.

7. Click **System Auth** to open the system authorization page as shown in Figure 9-38.

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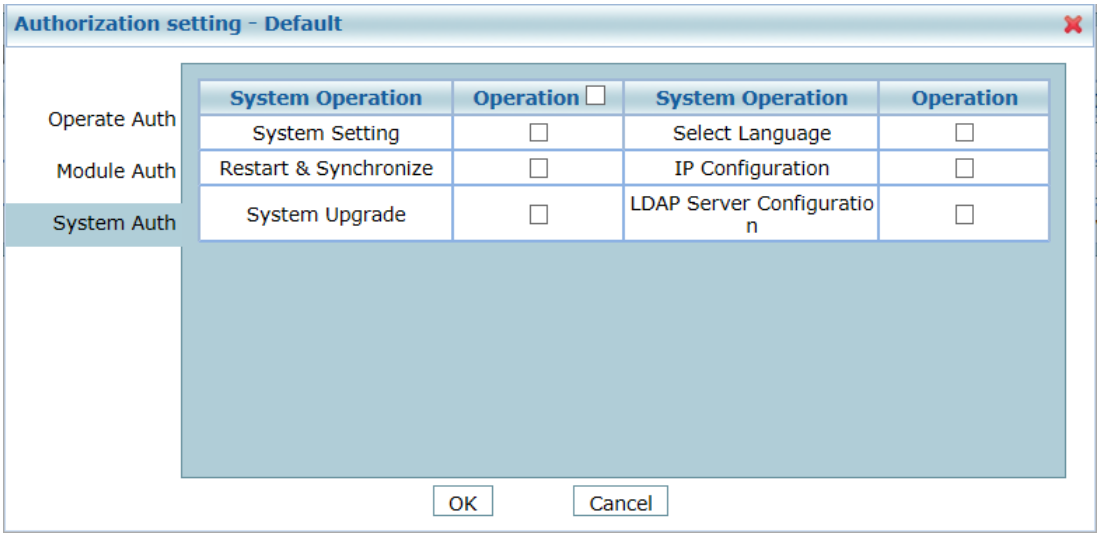

Figure 9-38

8. Tick off the corresponding authorization as needed.
9. Click **OK** and a dialog box is prompted.
10. Click **OK** or wait for three seconds to complete the operation.

9.4.3 LDAP Management

Click **LDAP** in the **User & Authorization Management** menu to open the **LDAP** page.

If the LDAP service is enabled in **System Settings** of the **System Management** menu and the LDAP server is configured correctly, you can set the authorization for the LDAP user/user group in the **LDAP** page. The configuration details are identical with that for a user/user group.

9.5 File Management

9.5.1 File Classification

Click **File Group** in the **File Management** menu to open the **File Group** page as shown in Figure 9-39.

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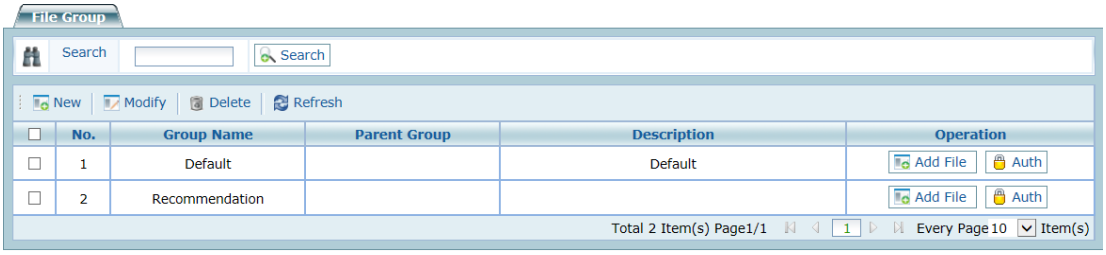

Figure 9-39

In the **File Group** page, you can add, modify, and delete a file. In addition, you can set the authorization for a user group.

Searching a file

When there are too many files in the file list, you can enter a keyword in the **File name** column and click Search to locate the file wanted.

Adding a file group

Click **New** in the tool bar of the **File Group** page to open the **Add file group** page as shown in Figure 9-40.

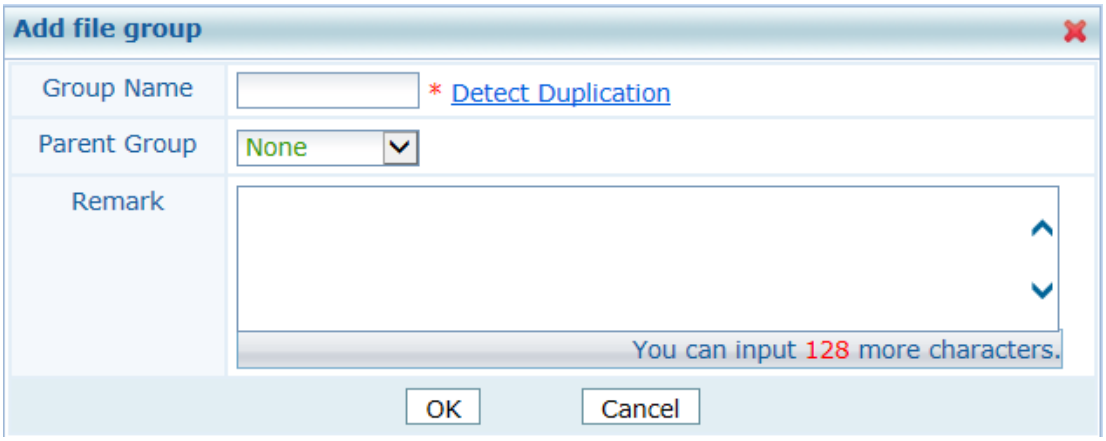

Figure 9-40

1. Enter a self-defined file group name in **Group Name**.
2. Select a parent group for the file group in **Parent Group**.
3. Add a description about the file group in **Remark**.

Modifying a file group

1. Select a file group.

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2. Click **Modify** in the tool bar of the **File Group** page to open the **Modify file group** page as shown in Figure 9-41.

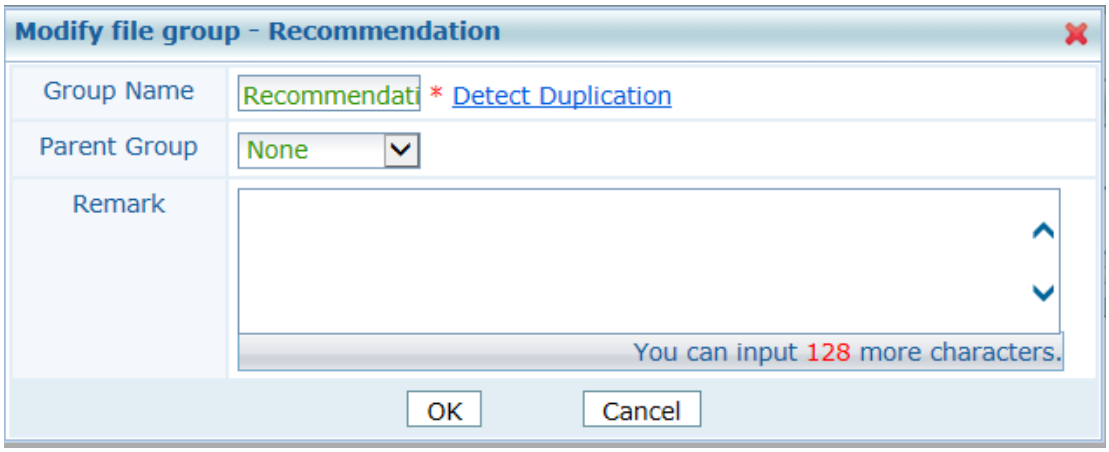

Figure 9-41

3. Enter the new file group name in **Group Name**.
4. Select a parent group for the file group in **Parent Group**.
5. Add necessary description about the modified file group in **Remark**.

Deleting a file group

Note: You cannot delete the system configuration. If you attempt to delete the system configuration, a dialog box will be displayed as shown in Figure 9-42.

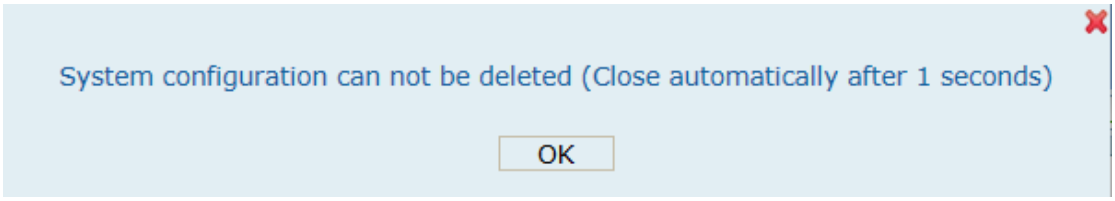

Figure 9-42

1. Select a file group (not the system configuration).
2. Click **Delete**, and a dialog box is prompted, as shown in Figure 9-43.

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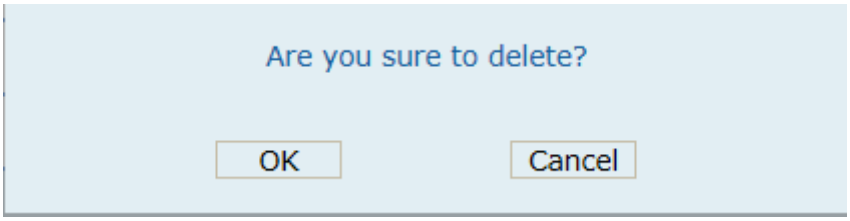


Figure 9-43

3. Click **OK** and a dialog box is prompted, as shown in Figure 9-44.

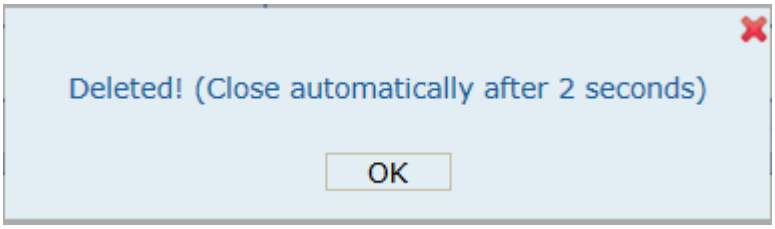
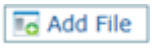


Figure 9-44

4. Click **OK** to complete the operation. Alternatively, you can take no actions and just wait the system to automatically close the prompt page in 3 seconds.

Adding a file

1. Click 

in the **Operation** box of the **File Group** page to open the **Add Files** page as shown in Figure 9-45.

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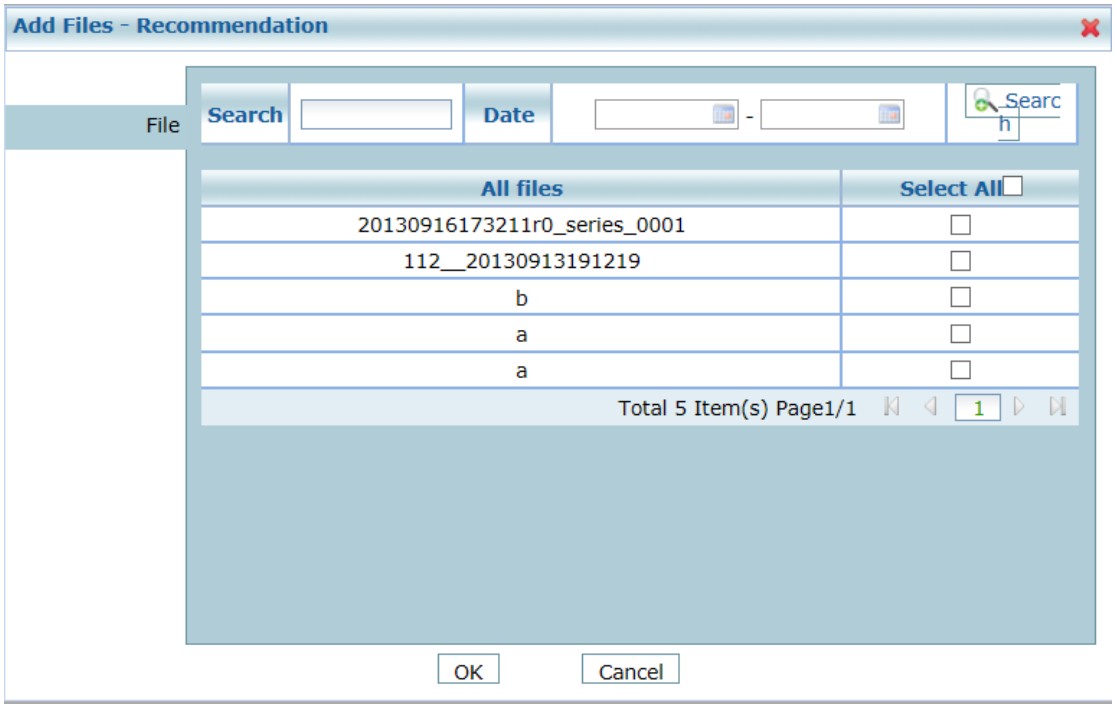

Figure 9-45

2. Click the file to be added and click **OK**. A dialog box is displayed, as shown in Figure 9-46.

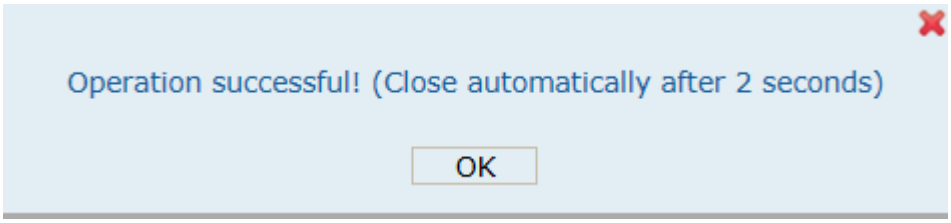

Figure 9-46

3. Click **OK** to complete the operation. Alternatively, you can take no actions and just wait the system to automatically close the prompt page in 3 seconds.

Setting the authorization

1. Click

in the **Operation** box of the **File Group** page to open the **Authorization setting** page as shown in Figure 9-47.

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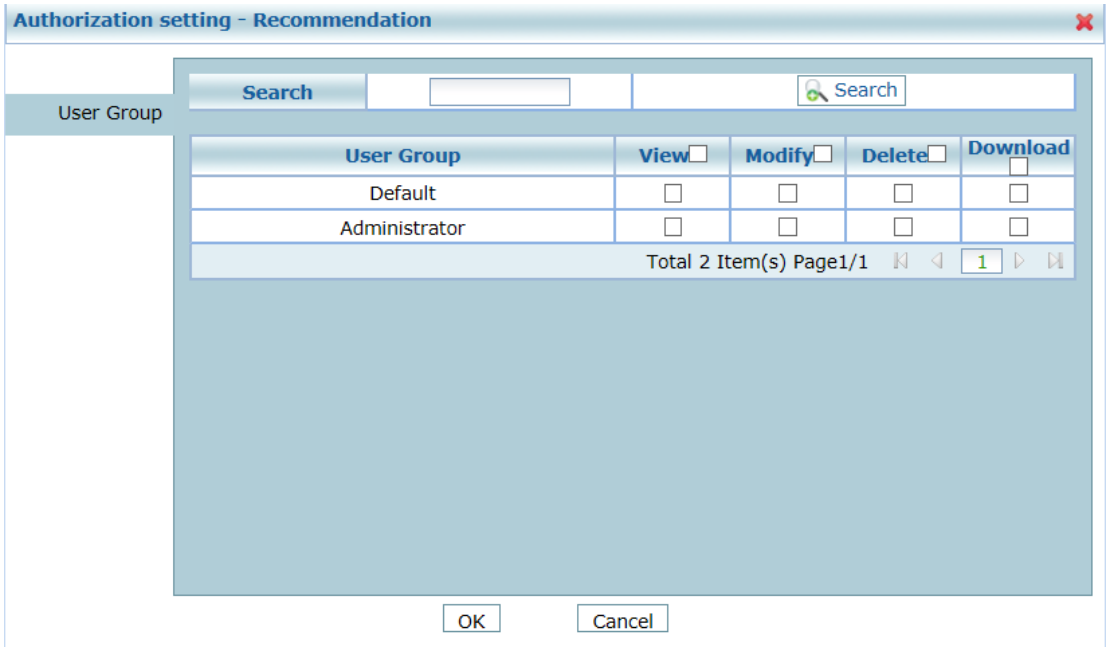

Figure 9-47

2. Tick off the corresponding authorization as needed.
3. Click **OK** and a dialog box is prompted, as shown in Figure 9-48.

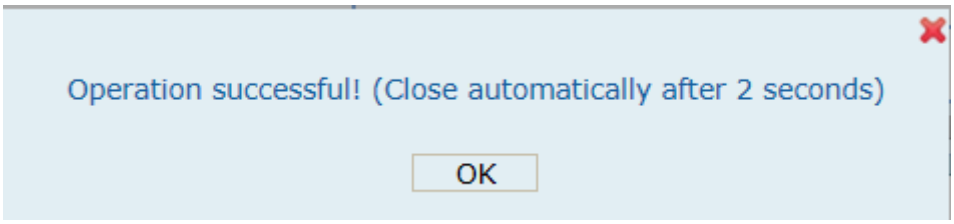

Figure 9-48

4. Click **OK** to complete the operation. Alternatively, you can take no actions and just wait the system to automatically close the prompt page in 3 seconds.

9.5.2 File Maintenance

Click **Files** to open the **Files** page as shown in Figure 9-49.

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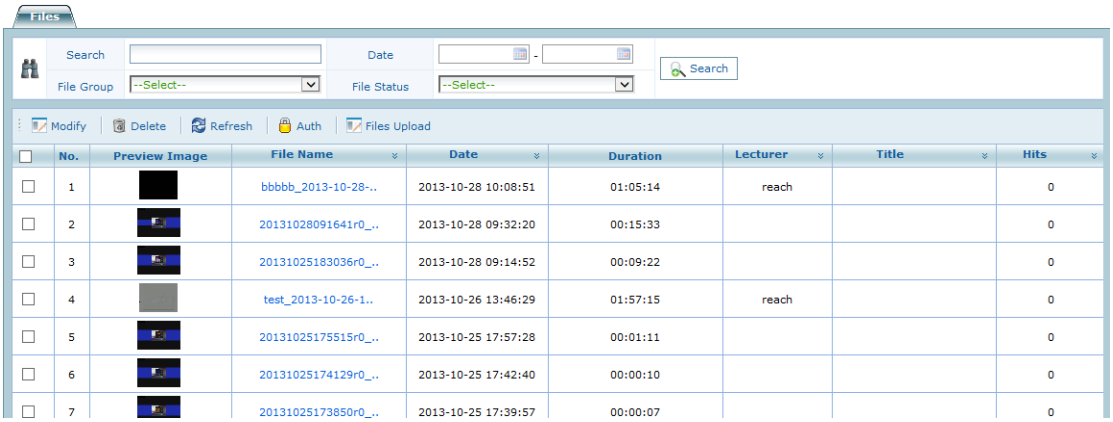

Figure 9-49

Searching a file

When there are too many files in the file group list, you can fast find a file by filling up **Search**, **Date**, **File Group**, and **File Status** and then clicking Search.

Modifying a file

1. Tick off a video file in the **Files** page.
2. Click **Modify** in the tool bar of the **Files** page to open a file deletion page as shown in Figure 9-50.

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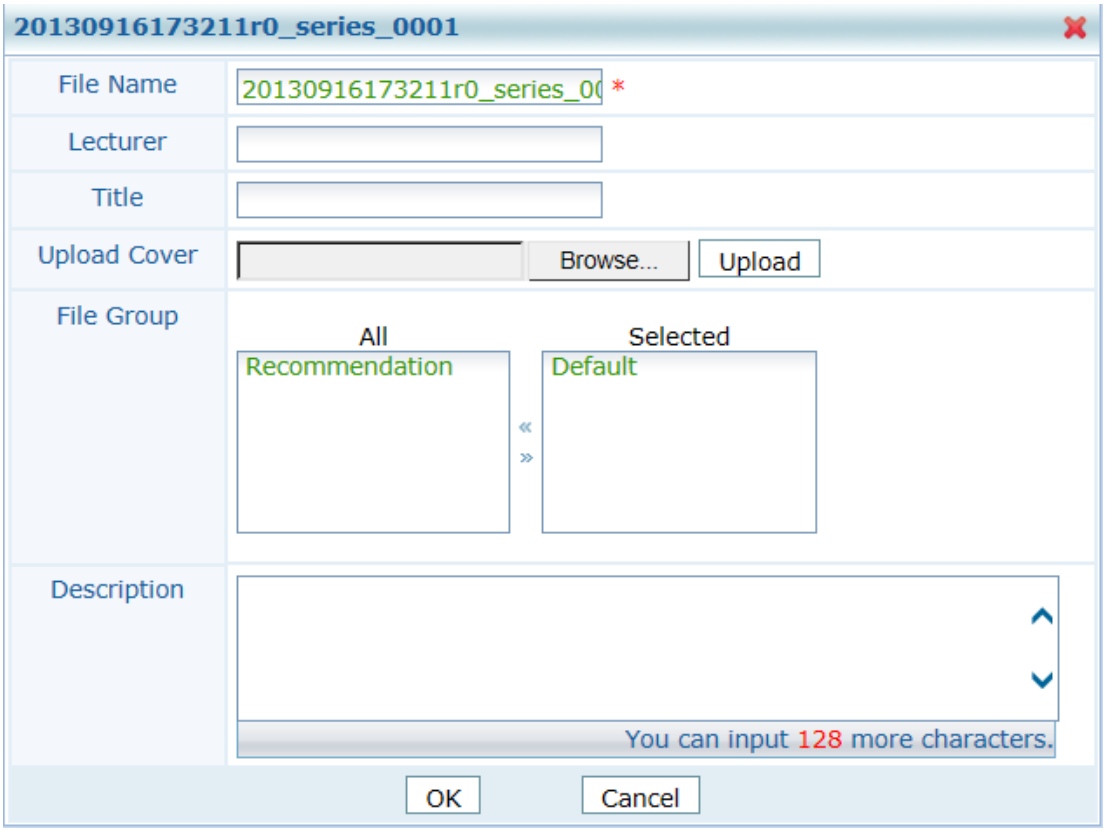

Figure 9-50

3. Modify information about the video file as needed.
4. Click **OK** and a dialog box is prompted, as shown in Figure 9-51.

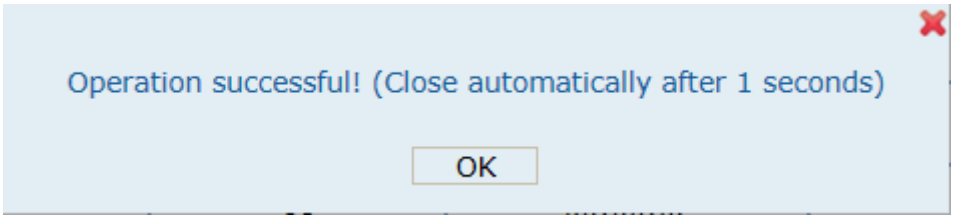

Figure 9-51

5. Click **OK** to complete the operation. Alternatively, you can take no actions and just wait the system to automatically close the prompt page in 3 seconds.

Deleting a file

1. Tick off a video file in the **Files** page.

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2. Click **Delete** in the **Files** page, and a dialog box is prompted, as shown in Figure 9-52.

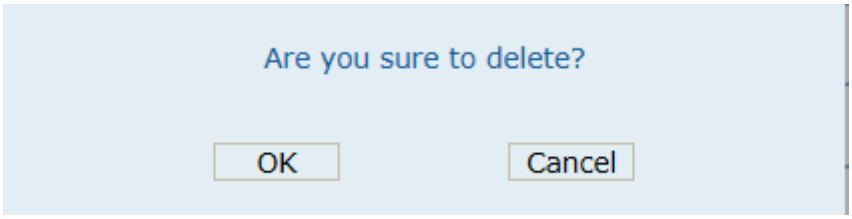

Figure 9-52

3. Click **OK** and a dialog box is prompted, as shown in Figure 9-53.

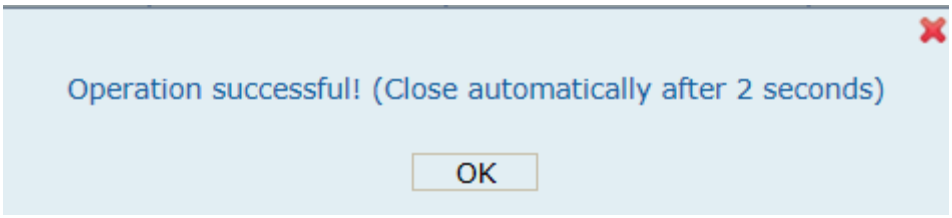

Figure 9-53

4. Click **OK** to complete the operation. Alternatively, you can take no actions and just wait the system to automatically close the prompt page in 3 seconds.

Setting the authorization

1. Tick off a video file in the **Files** page.
2. Click **Auth** in the tool bar of the **Files** page to open the **Authorization setting** page as shown in Figure 9-54.

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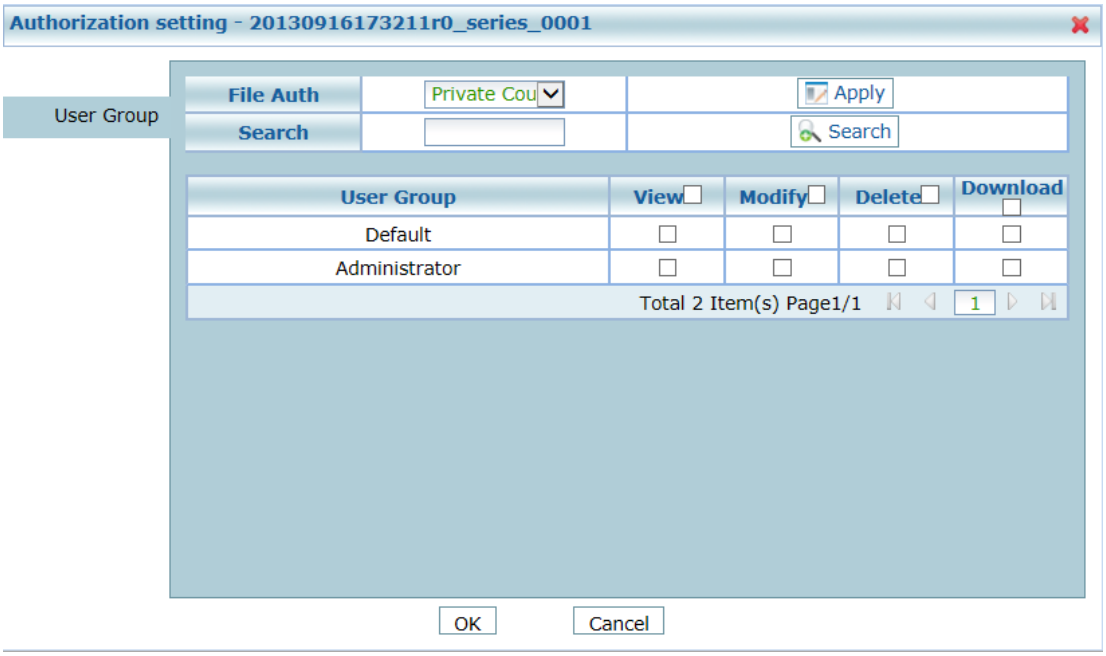

Figure 9-54

3. Tick off the corresponding authorization as needed.
4. Click **OK** and a dialog box is prompted, as shown in Figure 9-55.

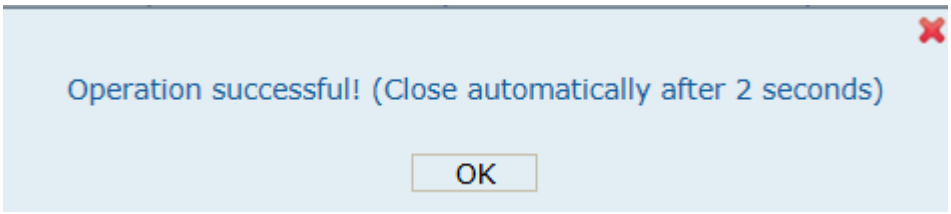

Figure 9-55

5. Click **OK** to complete the operation. Alternatively, you can take no actions and just wait the system to automatically close the prompt page in 3 seconds.

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